Shalini Sharma

ACCOUNTANT

A detail- oriented and dedicated M.com post graduate with hands on experience as an accountant in a CA firm. Skilled in basic accounting , Tally, GST filling, and MS excel. Looking to begin a professional career in accounting/ finance where I can contribute to the company's growth while enhancing my knowledge and skills.

CONTACT

- 9811901293
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- House no. 84 Radha kunj 1
  Nandgram gzb

EDUCATION

- M.com from IGNOU university
- B.com from DELHI UNIVERSITY ((MATA SUNDARI COLLEGE)
- Intermediate (thakur dwara Balika vidhalaya)
- Matriculation (happy model school)

SKILLS

- Quick learner and adaptable
- Attention to detail
- Team player with good
- Communication skills
- Ability to work under pressure
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- User research
- Usability testing
- Project management

WORK EXPERIENCE

R.K GOVIL & CO.

Assistant accountant

- Assisted in maintaining books of accounts and journal ledger entries.
- Worked on Tally for day to day data entry and account management.
- Assisted in preparing GST returns and filling.
- Supported audits and prepared required documentation for clients.
- Coordinated with clients to collect invoices and tax- related documents.
- Prepared and filed income Tax returns, GST returns, and TDS returns.
- ROC filling and documentations work.

TWIN BROTHERS

Accountant

- Records all financial transactions such as sales, purchase, expenses, and receipts.
- Manage sales and purchase entries.
- Prepare profit& loss statement balance sheet, cash flow statement
- Calculate employes salaries, wages, overtime, and deductions.
- Match company bank statement with accounting records.