SHIVANI YADAV

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PROFILE

Motivated and detail-oriented accounting professional with 2 years of experience in accounting, taxation, and compliance work. Skilled in bookkeeping, journal entries, GST return filing, ROC compliances, TDS work, ITR preparation support, and accounting software. Proficient in Tally Prime, MS Excel, and MS Word with a strong ability to manage financial records and compliance-related tasks efficiently.

WORK EXPERIENCE

- Worked at **Shraddha Jain & Associates**.
- 2 years of practical experience in accounting and taxation work.
- Handling bookkeeping and maintaining accounting records in Tally Prime.
- Passing journal entries and reconciliation work.
- Working on GST return filing and related compliance tasks.
- Handling ROC and MCA portal related work and filings.
- Knowledge of TDS return preparation and compliance work.
- Basic knowledge of Income Tax Return (ITR) preparation and filing process.
- Preparing reports and maintaining data in MS Excel and MS Word.
- Working knowledge of accounting software like Web-E-Tax and Computax Office.

KEY SKILLS

• Tally Prime
• Book Keeping
• Journal Entries
• GST Compliance & Return Filing
• ROC & MCA Portal Work
• TDS Work
• ITR Knowledge
• MS Excel & MS Word
• Web-E-Tax & Computax Office

PERSONAL SKILLS

- Strong communication and interpersonal skills
- Positive attitude and willingness to learn
- Team player with responsible working approach
- Good analytical and problem-solving skills

EDUCATION

B.Com (Programme) – Delhi University

12th CBSE Board – 83%

10th CBSE Board – 73%