

CURRICULUM VITAE



Manju

Current Address:-

Al Khail Gate, Dubai

Contact No:

+971529079515

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OBJECTIVE:

- To reach the pinnacle of my career backed by qualities like dedication hardworking and perseverance to attain a responsible position where my potential is utilized to the optimum.
- To work with a professional organization where responsibilities are matched with authorities and rewards.
- To work with a team of dedicated and hardworking professionals and building team work and motivations in the members.

WORK EXPERIENCE

- Worked with Ching Hwa Restaurant and Hotels Pvt Ltd as an Accountant from 01.09.2019 to 20.07.2022.
- Worked with Chinese Cuisine & Hotels Pvt Ltd as an Accountant from 01.01.2018 to 31.08.2019.
- Worked with Apollo Asia Travel Group Accountant From 04.08.2017 to 31.12.2017
- Worked with Nanking Chinese Restaurants as an Accountant From 10.09.2016 to 31.05.2017
- Worked with Atul Mittal & Associates (CA Firm) as an Account Assistant from 20.01.2014 to 14.02.2016
- Worked with ANKG & Associates (CA Firm) as an Account Assistant from 17.12.2012 to 07.12.2013.
- RESPONSIBILITIES:
 - Maintaining all Journal/Bank/Cash Voucher, Receivable/Payable Entry in Tally ERP9.
 - Prepare monthly account reconciliations.
 - Prepare financial statements and supporting schedules according to monthly close schedule.
 - Assist with preparing tax returns and corporate reporting requirements.
 - Preparing data for making TDS Returns
 - Keep records of purchases and sales.
 - Preparation & payment of TDS Challan etc.
 - Cash/Bank Audit, Journal, Sale & Purchase, Party Reconciliation.
 - Cash/ Bank entry, Sales /Purchase & JV Entry.

- Preparation of Service Tax/TDS/Advance Tax/Self-Assessment Tax/VAT Challan etc.
- Preparation of Quarterly Returns of TDS, Regular & Correction returns.
- Prepare data for GSTR-1 and GSTR-3B
- E-Filing & upload of Income Tax Return.
- Worked with AATG software.
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ACADEMIC QUALIFICATION:

Course	Institution	University/Board	Percentage
IPCC(GRP 1)	ICAI	ICAI	50.00%
CPT	ICAI	ICAI	50.00%
<u>B.COM</u> (PASS)	University of Delhi	Delhi University	46.00%
Class XII	Govt Girls Sr Sec School No.2 Kalkaji	C.B.S.E	75.75%
Class X	Govt Girls Sr Sec School D.D.A Flats Kalkaji	C.B.S.E	56.50%

ADDITIONAL QUALIFICATION:

- Working Knowledge of MS-Word and MS-Excel
- Accounting Software Tally.ERP9
- Diploma in Computer Application

PERSONAL DETAILS:

Father's Name : Mr. Raghuveer Singh
 Date of Birth : 13th December
 Hobbies : Teaching, Listening Music,
 Nationality : Indian
 Marital Status : Unmarried
 Gender : Female
 Passport No : U7400435

DECLARATION:

I hereby declare that all the information given above is correct and true to the best of my knowledge and belief.

(MANJU)