

# ANANTA BHATIA

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## Experience

### Sr. Accounts Officer at HM Aviation Pvt Ltd(MARCH'2019–CURRENT)

- Manage & Execute general accounting process.
- Execution of core financial process such as Billing, Recording daily transactions, Book keeping & Preparing Expense Reports.
- Assisting in Finalization of books, Preparing Income Statements & Financial Statements.
- Responsible for reconciling GSTR-2A with GSTR- 1 & GSTR-3B & preparing Annual GST Statements.
- Payment Management – Monitoring/Ensuring Timely Payments to Vendors &Creditors , Cheques Preparation, Tax Payments, Employees Salaries & day-to-day transactions.
- Monthly preparation of GST & TDS Retuns.
- Assisting in Audit & Budgeting matters.
- Reconciliation of accounts with creditors & debtors.

## Education

- **Masters of Business Administration(Finance)**  
Institute of Management Technology Gaziabad U.P  
(JULY'2019 - PRESENT)
- **Finance Executive, World Class Skill Centre**  
Vivek Vihar, Delhi (JULY'2017 – JULY'2018)
- **Bachelor of Commerce, Viveknanda College** Delhi  
University, Vivek Vihar Delhi (JULY'2014-  
JUNE'2017)

## PROFILE

Experienced Accounts Professional with a proven track record in reconciling challenging & difficult accounts. Ability to meet goals that have led to increased productivity for the organization. Advanced Skills & Strong ability to learn different software fast.

Driven & detail-oriented with the ability to thrive in high pressure environment .

Seeking to utilize experience and skills to take next career step with a respected organization that rewards hard work & proven track record of success.

## SKILLS

- Expertise in Tally ERP
- Good Communication Skills
- Problem-Solving Skills
- Proficient in Excel
- Basic Knowledge of Zoho Software

# INTERNSHIPS



## Accountant Intern at HYPEIT SOLUTIONS PVT LTD

(DEC'2018–MAR'19)

- Assisted with Financial & Administrative tasks.
- Investigating any discrepancies in the data & Solving them.
- Prepared GST Summaries, Rectify errors and preparing monthly statements.
- Filing GST Returns i.e GSTR- 1 & GSTR-3B.
- Successfully managed book keeping, Invoicing & Bank Reconciliation (Tally ERP).
- Processing Accounting Adjustments entries & Coordinating with CA regarding Taxation matters.

## Accounts Intern at CA FIRM GARG ASHOK & COMPANY (AUG'18 – NOV'18)

- Recording Monthly sales & purchase data of clients on Tally & Busy.
- Providing Reports & performing Audit tasks assigned by Audit Team.
- Responsible for ROC Forms (AOC-4, MGT-7 & DIR-3).
- Responsible for preparing GST Summaries & Filing GSTR-1 & GSTR-3B.

## Hobbies & Interest

- Watching T.V Series
- Reading Novels