

Name:- KOMAL SAINI

E-mail:-saini.komal473@gmail.com

Mobile No.:-[9582813447](tel:9582813447)

Address:

**H.No.595/5, Patel Nagar, Street No-4D,
Gurugram-122001, Haryana**

CAREER OBJECTIVE:

- *A position of responsibility challenge and repute in a healthy congenial working environment. The job I seek must provide adequate scope for self-development and opportunity for growth. My aim is to excel in the position entrusted upon me and to be an asset to the organization I join.*

EDUCATIONAL QUALIFICATION:

Passed	Board	State	Percentage
<i>Xth Passed</i>	<i>CBSE Board</i>	<i>Haryana</i>	<i>74%</i>
<i>XIIth Passed</i>	<i>CBSE Board</i>	<i>Haryana</i>	<i>75.75%</i>
<i>B.Com</i>	<i>Delhi University(School Of Open Learning)</i>	<i>Delhi</i>	<i>3rd Division</i>

PROFESSIONAL QUALIFICATION: CHARTERED ACCOUNTACY (C.A)

- *CPT* *Passed with 54.5% in 2009*
- *IPCC (Intermediate):-* *IPCC passed Both Groups with 53.43% in Nov. 2011.*
- *Exemption in Accounting-75 marks, Taxation- 60 marks & Advanced Accounting-64 marks.*

PROGRAMME/TRAINING:

- *Completed **Orientation Programme (OP)** on personality development & having certificate with certificate no.0674 from Gurgaon Branch of **ICAI**.*
- *Completed **Information Technology Training Course (ITT)** & having certificate with certificate no. Gurgaon NI006/10/1661 issued by **ICAI**.*
- *Participated as Volunteer for **National Convention 2016** in Registration Team and Master Of Ceremonies (MOC) as Anchor.*

COMPUTER/TECHNICAL SKILLS:

- *MS Office*
- *MS-Word*
 - *MS-Excel*
 - *MS-Outlook*
 - *MS-Powerpoint*
- *Tally(ERP 9)*
- *Compu-Tax(software of INCOME TAX)*
- *Systems Applications and Products (SAP)*

WORK EXPERIENCE:

- Worked with **S Talwar & Co.** as an **Article Assistant** for 1 year wherein outsourced to **MSD Pharmaceuticals Private Limited** for 6 months as a **team leader** for monthly expense clearance audit and payment process team from March 2012 to Feb 2013.
- Worked with **S.K Maheshwari & Co.** for 1.5 years as **Accounts Assistant** from April 2013 to Sept 2014.
- Worked with **Mars Wrigley Confectionary India Private Limited** as **AR Executive** on the payroll of **Adecco India Private Limited** from January 2018 to August 2019.
- Worked with **CE Comfort Engineers Private Limited** as **Assistant Manager** from September 2019 to April 2020.

Job Responsibilities:-

- Month(Period) end closing and Reporting
 - Posting accruals with tracker updation and reversal for same
 - Research & Development cross charge
 - Balance Sheet Schedules preparation
 - Weekly Dummy and Generic clearing
 - Customer open items clearing.
- Bank/Intercompany reconciliation
- General Accounting
- Costing updation
- Factory scrap sales booking
- Accounts payable updation and reconciliation
- TDS Returns
- Handled Accounting work
- Affiliate Receivables Reconciliation and follow up for payments
- GST Validation work
- Branch Management stock Accounting
 - Flipkart,
 - Snapdeal
- Managing banking transactions like
 - Feeding cheques details in Tally software
 - Maintaining proper records in excel file
- Worked in ERP software where sales data and banking data were fed of different branches
- CFA Audit of MSD pharmaceuticals, Organon and Fulford pharmaceuticals where both companies are sister concerns of MSD Pharmaceuticals.
- Internal Audit of Trillenium Enerflow Limited
- TDS-Data entries in Sensys Technologies (Software)
- Assist in managing transfer pricing compliance matters including identifying related party transactions, coordination of transfer pricing documentation and related enquiries
- Online Individuals and Corporate Income Tax Return Filing
- Deal with individual Income Tax Department cases
- Verification and Vouching work of Organon & Fulford Pharmaceuticals Company. Both the companies are sister concerns of MSD pharmaceutical Company
- Stock and Internal Audit of Online Perfume.com
- Internal Audit of Health saver Pvt. Ltd
- Support tax part of quarterly and annual audit of financial statements
- Books finalisation for many clients.
- ROC filing, Annual return Filing for many Pvt. Ltd. Companies

PERSONALITY TRAITS:

- *Practical Approach*
- *Believe in Team Work*
- *Can adjust well with the environment*

HOBBIES/INTEREST:

- *Reading books*
- *Travelling*
- *Hanging out*
- *Listening music & watching television*
- *Shooting*

PERSONAL DETAILS:

Father's Name : *Mr. Naresh Kumar Saini*

Mother's Name : *Mrs. Urmila Saini*

Date of Birth : *7th November, 1990*

Marital Status : *Single*

Nationality : *Indian*

Language known : *English & Hindi*

DECLARATION

I hereby declare that the above information given by me are and correct to the best of my knowledge.

Date:

Place: Gurugram

(KOMAL SAINI)