**CURRICULUM VITAE**

**TANUJA BISHT**

**Objective:-**

To Keep and enhance my skills and development for professional advancement. Professionally discharge my duties such that it would help me to grow in the organization. I will dedicate myself to maintain integrity, honesty and character in whatever role I will be placed.

**Professional** **Qualification**:-

**Post Graduate Diploma In Management (Finance) from All India Management Association, New Delhi (Distance learning) course work started from 1st January 2015 and completed on 31st December 2016. Examination passed with 3.13/5 CGPA.**

**Academic Qualification:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Passed in** | **Performance** | **University/Board** |
| M.Com(Regular) (2010-2012) | 2012 | 1st Division | P.N.G.PG College  Kumaun University, Nainital |
| B.Com(Regular) (2007-2010) | 2010 | 1st Division | P.N.G.PG College  Kumaun University, Nainital |
| 12th (1st April 2006-31st March 2007) | 2007 | 1st Division | Great Mission Public School C.B.S.E Board, Ramnagar |
| 10th (1st April 2004-31st March 2005) | 2005 | 1st Division | Great Mission Public School C.B.S.E Board, Ramnagar |

**Computer Literacy:-**

1-Completed 1 year Computer Application Course from APTECH, Ramnagar in the year 2009

2-Proficiency in MS-Office (Word, Excel, Power Point), Tally ERP9

**Work Experience:-**

1- 1.05.2013 - 6.09.2013.

**Manas Laminations**, Saket, New Delhi

An Accountant (Trainee)

**Key Learnings**: Vouching, Invoicing, TDS Return, Sales Tax, VAT Returns, P& L a/c, Balance Sheet

2- 9.09.2013 - 5.03.2015

**Kalpakrit Sustainable Environments Pvt. Ltd,** Malviyanagar , New Delhi

**Key Position**: Accounts and Administration.

**Key responsibilities**: Invoicing, Vouching, TDS Return, Service Tax, P&L a/c, Balance Sheet, Bank Reconciliation, Cash Handling, Travel booking, Client Follow ups for payment, Office Administration and Supervision.

3- 1.04.2015 - 31.03.2020

**A Cube Lamina**, Saket, New Delhi

**Key Position**: An Accountant

**Key responsibilities**: Liaised with CA and Sales Tax consultant to finalise Balance sheet, TDS Return, Sales Tax Returns, Vouching, Bank Reconciliation, Vendor Reconciliation and GST Returns.

4- 1.04.2020- Till date

**DreamMagic Technologies Pvt. Ltd**., Udyog Vihar Phase-5, Gurgaon

**Key Position**: Finance Manager

**Key responsibilities** : GST monthly return filing, Liased with CA for monthly and Yearly compliances, Managing all vendors account, Invoicing and follow ups with clients for releasing monthly payout, Cash handling, Handling bank accounts and all bank related work.

**Strength:-**

* Analytical mind to identify problem and implement effective solution.
* Adaptable
* Positive attitude
* Capable to work in team

**Interest & Hobbies:-**

Travelling, Cooking, Reading, Gardening, Playing Badminton

**Personal Information:-**

Father's Name - Mr.B.S.Bisht

Date of Birth - 20th June, 1989

Nationality - Indian

Languages - English, Hindi.

Marital Status - Unmarried

Address - U-1/2, U-Block, DLF Phase-3, Gurgaon-122002, Haryana

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