

TANUJA BISHT

Finance Manager

📞 9958159894

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📍 Gurgaon



EXPERIENCE

Finance Manager

DremMagic Technologies Pvt Ltd (Outsourcing Services)

📅 04/2020 - Ongoing 📍 Gurgaon

- GST monthly return preparation and filing.
- Liaised with CA for monthly and Yearly compliances.
- P & L A/c, Balance Sheet
- Managing Vendors Account and Reconciliation
- Invoicing and follow ups with clients for releasing monthly payout.
- Petty Cash Management
- Handling Bank Accounts and all bank related work.
- Bank Reconciliation
- Client Agreement and Documentaion

Accountant

A Cube Lamina (Manufacturing)

📅 04/2015 - 03/2020 📍 Saket, New Delhi

- Liaised with Sales Tax consultant and CA to finalise Balance sheet,
- TDS Return
- GST Return Filing
- Vouching, Invoicing
- Bank Reconciliation
- Vendor Account Reconciliation

Accounts and Administration

Kalpakrit Sustainable Environments Pvt Ltd (Architecture)

📅 09/2013 📍 MalviyaNagar, New Delhi

- Invoicing, Vouching
- TDS Return, Service Tax Return
- P&L a/c, Balance Sheet
- Bank Reconciliation,
- Petty Cash Management
- Vendor Account Reconciliation
- Client Follow ups for payment
- Travel Booking, Office Administration and Supervision.

EXPERIENCE

Accountant Trainee

Manas Laminations (Manufacturing)

📅 05/2013 - 09/2013 📍 Saket, New Delhi

- Vouching, Invoicing, TDS Return, Sales Tax, VAT Returns, P&L a/c, Balance Sheet

EDUCATION

M.Com

Kumaun University, Nainital, Uttarakhand

📅 07/2010 - 06/2012

B.Com

Kumaun University, Nainital, Uttarakhand

📅 07/2007 - 06/2010

Intermediate

G.M.P.S (CBSE Board) Ramnagar, Uttarakhand

📅 2006 - 2007

High School

G.M.P.S (CBSE Board) Ramnagar, Uttarakhand

📅 2004 - 2005