**CURRICULUM VITAE**

Ayushi Bansal

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**CARRIER OBJECTIVES**

• To pursue a highly challenging career in the field of Accounting, where I could apply my knowledge & gain experience

• To find a suitable position in the organization & strive to achieve more professional responsibilities utilizing my attitude & skills in an effective manner.

**PROFESSIONAL SKILLS :**

• Good knowledge of Accounting Standards & Standards On Auditing.

• Handful Knowledge of direct/indirect taxation from registration till the return finalization[original/revised] & assessments & handful experience in the accounting compliances.

• Practical knowledge of tax, finance & accounting compliances in both the manufacturing [excisable/non-excisable] & trading concerns

• Preparation of books of accounts of individuals and firms/Co’s in **TALLY ERP.**

**ACADEMIC QUALIFICATION :**

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| --- | --- | --- |
| **Year** | **Examination** | **Institution** |
| 2018 | C.A | ICAI – Inter (IST Group) |
| 2016 | B.Com | Kurukshetra University. |
| 2013 | 12th (Commerce) | H.S.B.E |
| 2011 | 10th | H.S.B.E |

**ACCOUNTING EXPERIENCE**

**1. C.A Vibhor Garg & Co:-**

• Two Year Experience as Accounting Assistant, since January 2017 To November 2018.

 BEE GEE BUILTECH A s a Accountant since December 2018 to june 2020.

**Duties and Responsibilities as Accounting Assistant**

• Preparation of Balance Sheet, Profit and Loss, Cash flow Statements and Notes to Accounts.

• Filling of GST Return, Vat and Service Tax Return of Individuals, Firm and Company

• Filling of Income Tax Return of Individual and Firm

• Bank Reconciliation, GST Reconciliations and TDS Reconciliation.

• Preparation of Books of Accounts of Individuals, Firm and Company

• Performing Statutory Audit as External auditor

**COMPUTER PROFICIENCY :**

• Well versed with MS Excel, MS Power Point, MS-Word

• Well versed with TAALY ERP, SMART TAX And GENIUS

• Well versed knowledge of Computer Hardware and Software.

**PERSONAL DOSSIER :**

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| **Address:** | V.P.O- Raipur Rani ,Distt-Panchkula(Haryana)-134204 |
| **DOB:** | 13th February 1996 |
| **Marital Status:** | Unmarried |
| **Language Known:** | English, Hindi, Punjabi |
| **Personal Skills:** | Excellent communication skills, Good Speaker, Open minded to face criticism to improve myself & a good deal of patience & determination to win, Ready to relocate where ever expected. |

Date: ……………….

Place: ……………… (Signature)