**CURRICULUM VITAE**

ANITA AGGARWAL

C-1/5A, Vashisht Park, Opp. Janak Cine Polis

Pankha Road, New Delhi-110046

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# Objective

To serve the organisation sincerely and honestly with full will power, enthusiasm to fulfil the assigned job accurately and appropriately taking care of the rules and regulation prescribed there. Obtain a position whereby, can apply skill knowledge & experience working in team environment. Thereby continuously growing and contributing to the objective of the organisation.

# Accounting Skills

* Doing SAP ERP Module FICO
-Well versed with all the GST accounting concepts.
-Good interpersonal and communication skills.
-Responsible for complex interaction with clients.
-Ability to work under pressure.
-Ready to handle complexity and ambiguity.
-Able to understand any minor or major mistakes in accounts.
-Maintaining good record of all accounts, which is understood by others.

# Educational Qualification

* M.Com from Himachal Pradesh University, Shimla
* B.COM (Pass) from A.R.S.D College, Delhi University.
* Intermediate from CBSE Board from Delhi
* Matriculation from CBSE Board from Delhi

# Professional Qualification

* 1 Year P.G Diploma in Computer Science, DOS base
* 6 months course from IGNOU

# Technical Skills

* Tally 9.0 ERP
* Office tools: - MS Office, , Microsoft Excel, MS Access, Internet, Power Point. Email
* Typewriting 50wpm

# Worked Experience

* Worked with “**REGIMENTAL PHOTO STORES**” Delhi Cantt - Contrast Media (Authorised Distributor of Wipro GE Healthcare Pvt. Ltd. as an Sr. Accounts Head (2001 to 2019)

# Job profile

* All GST Compliances i.e. GSTR 1, GSTR 3B, Annual Return (9 and 9C)
* Maintaining day-to-day transactions using financial accounting package Tally 9.0 ERP .
* Preparation of Sales Invoice ,Recording of Purchase invoice on regular basis, Stock Ledgers
* Making MIS reports
* Debtors/Creditors Reconciliation & balance confirmations of Debtors/Creditors at the end of financial year.
* Filling of TDS-Challan, Advance Income Tax
* Preparation of Debtor’s outstanding statement on weekly basis to judge the total outstanding position of the firm.
* Payment to local creditors or distributors, (both cash &cheque).
* Preparation of letters & office correspondence.
* Monthly Bank Reconciliation & Sundry Debtors
* Maintaining Petty Cash.
* Preparation of Trial Balance, Profit & Loss A/c and Balance Sheet.

# Worked Experience

* Worked with **AGL Technology Ltd**. As an Accountant (Nov 2007- Aug 2008)

# Job profile

* All DVAT Compliances i.e. DVAT Return, Annexure 1 and 2 , C Forms, and all Accounting Works.

# Worked Experience

* Worked with **Ajanta Soya Ltd**., Rajendra Place (Manufacturer of Refined Oil and Ghee) as an Accountant (1994 – 1998)

# Job profile

* All Sales Tax Compliances ie Sales Return and Cerntral Return, C Forms and all Accounting Works.
* TDS, PF, ESI, Bonus & Gratuity Details.
* Branch Stock Records Maintained.

# Worked Experience

* Worked with **Dinesh** **Chandra & Associates** as an Accounts Assistant for six months.

# Personal Traits

-Confidence
-Willingness to Learn New Things
-Good communication skills
-Straight forward to work
-Quick learner

# PERSONAL DETAILS

Husband Name : Mr. Krishna Gopal Aggarwal

Date of Birth : 13-July, 1972

Marital Status: : Married with One male child

Nationality : Indian

Gender : Female

Languages Known : English, Hindi

Address: : C-1/5A,Vashisht Park, Opp. Janak Cine Polis, Pankha Road

Date:

Place: New Delhi

 **Anita Aggarwal**