



B SNEHA

817 896 3505 | E: b.sneha8750@gmail.com

Delhi, DL 110062

PROFESSIONAL SUMMARY

Experienced Accountant proficient in laws and procedures governing business operations, tax filings and regulatory compliance. Handles detail-oriented work in methodical and organized fashion. Leverages field expertise, resourcefulness and diligence to make positive impact on business operations. Adept at managing budgets, payroll, invoicing and all other general accounting functions. Instrumental in keeping business operations fully compliant and working within budgetary guidelines. Fastidious in tracking all expenses and reconciling accounts.

SKILLS

- Tax Accounting Specialization
- Invoice Coding Familiarity
- Tally ERP Software
- Calculating Liabilities
- Account Reconciliation Processes
- General Ledger Accounting Expertise
- Tax Law Understanding
- Bookkeeping
- Filing GST & TDS Returns

WORK HISTORY

ACCOUNTANT

08/2018 to CURRENT

BEETAL FINANCIAL AND COMPUTER SERVICES PVT LTD | NEW DELHI, NEW DELHI

- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliations.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- Filed tax returns and prepared governmental reports in compliance with strict standards, Preparation of GST and TDS return and filing.

ACCOUNTANT INTERN

05/2018 to 08/2018

A P ASSOCIATES | NEW DELHI, NEW DELHI

- Maintained strict client confidentiality in personal, telephone and email interactions to comply with preset standards and regulations.
- Conducted detailed technical and analytical review of federal/state corporate, partnership and S corporation tax returns, FAS 109

provisions, and quarterly estimates prepared by associates.

- Reviewed accounting structures and procedures on regular basis to identify areas in need of improvement.

EDUCATION

**Bachelor of Commerce | ACCOUNTS
UNIVERSITY OF DELHI, NEW DELHI**

08/2018

HOBBIES

Reading Comics
Always Learn New Things
Listening Music & Singing
Travelling
Photography

**ADDITIONAL
INFORMATION**

Father's Name : B.Mohan Murali
Date of Birth : 06th May 1997
Nationality : Indian
Marital Status : Single
Religion : Hindu
Languages : Hindi English Telugu

DECLARATION

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

DATE :- _____

PLACE :- NEW DELHI