|  |
| --- |
| **A-52523** |

KALPANA YADAV

B-7, 2206

PANCHSHEEL GREENS- 2

GREATER NOIDA

M. No. 789870373

Email. kalpanadfccil@gmail.com,

 kalpnayadav84@gmail.com

|  |
| --- |
| **CAREER** **OBJECTIVE** |

To get a challenging job where I can utilize my skills & get a chance to make my career developing.

|  |
| --- |
| **CAREER SUMMARY** |

* 9 years experience in accounting field with in depth knowledge according to the government regulations & make analytical decisions seeking a challenging position in a reputed firm.
* Possess strong communication, Interpersonal & relationship management skills.
* Exceptional experience in managing multifunctional projects..
* Good working knowledge of MS Word, Excel & ability to use databases for recording & reporting.

|  |
| --- |
| **KEY RESPONSIBILITIES HANDLED** |

* To check & maintaining relevant Books of Accounts, Journal entries, Ledgers on daily basis.
* Timely scrutiny of bills/ claims of contract & other financial proposal & preparation of Monthly MIS Reports.
* Preparation & Filing of TDA Return & Service Tax Return & ensure timely payment made all liability.
* Responsible for Reconciliation & Finalization of books of accounts & ensure reclassification & accounting of wrong or unaccounted entries prior to finalization of Accounts close.
* Ensuring timely compliance of various legal provisions related Taxation matter is made.
* Good experience in Audit during the audit period & end to end coordination with Internal Auditor, Statutory Auditor & Govt Auditor.

|  |
| --- |
| **COMPUTER KNOWLEDGE** |

* Tally
* MS OFFCIE

|  |
| --- |
| **PERSONAL QUALITIES** |

* Good team player.
* Good planning & prioritizing skills to manage a varied & pressurized workload.
* Strong in numbers & having remarkable logical & analytical skills.
* Ability to control & supervise the persons.
* Strong motivator & ability to do the work before the deadline.

|  |
| --- |
| **EMPOLYER DETAILS** |

* Working as Finance Officer in **M/s** **Dedicated Freight Corridor Corporation of India** from December, 2018 to December, 2019. It’s a one year Contractual job.
* Working as Accounts Officer in **M/s** **Dada Dhuniwale Khandwa Power (A Joint Venture of BHEL & MPPGCL)** from 28th September, 2011 to 16th November, 2017.
* Working as Accounts Executive in **M/s** **Scooters India Ltd**. from 29th June, 2011 to 26th September, 2011.
* Working as Accountant in **M/s** **Surat Construction Pvt. Ltd.** 05th February, 2011 to 28th June, 2011.
* Working as Accountant in **M/s** **M.L.K Exports ( P ) Ltd.** 05th May, 2010 to 31st January, 2011.
* Working as Managerial Accountant Trainee in **M/s** **Bharat Heavy Electricals Ltd., Jagdishpur** 05th January, 2009 to 04th January, 2010.
* Working as Asst. Accountant in **M/s** **Mehrab Auto Movers Pvt. Ltd.** 25th May, 2008 to 30th November, 2008.
* Working as Asst. Accountant in **M/s** **Royal Institute** 11th August, 2006 to 31st July, 2007.

|  |
| --- |
| **ACADEMIC DETAILS** |

* Complete ICAI from Institute of Cost Accountant of India in 2010.
* M.com from Lucknow University in 2008.
* B.Com from Lucknow University in 2006.
* Intermediate from CBSE Board of Education, New Delhi in 2003.
* Matriculation from U P Board of Education, Allahabad in 2001.

|  |
| --- |
| **PERSONAL DETAILS** |

* Languages Known : Hindi & English.
* Date of Birth : 07th July, 1984.
* Status : Married.
* Hobbies : Reading Books, Listening Music etc.
* Permanent Address: C/o Mr Moti Lal Yadav

 Village Akohari, Asti Road

 Bakshi Ka Talab, Lucknow (UP)

|  |  |
| --- | --- |
| Date : Place :  |  Signature (Kalpana Yadav) |