

SWATI

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PROFESSIONAL SKILL

Financial Management and Accounting :
Handling financial statements, bookkeeping, and reconciliation
Tax compliance : Ensuring compliance with tax laws and regulatory requirements
Software Proficiency : Expertise in Tally ERP, Tally Prime, MS Excel, and Accounting tools
Time Management : Efficiently handling multiple tasks and meeting deadlines
Communication and collaborations : Coordinating with teams for smooth financial operations

PERSONAL DETAILS

Date of Birth : 08/11/1991
Marital Status : Married
Nationality : Indian

HOBBIES AND INTERESTS

Listening Music, Making Food

LANGUAGES

Hindi & English

SUMMARY

"Seeking an accounting position in a dynamic organization where I can leverage my expertise in financial management, bookkeeping, and tax compliance. With strong analytical skills and proficiency in Tally ERP, Tally Prime, and MS Excel, I aim to efficient financial operations and business growth."

EXPERIENCE

Accountant July 2024 - Current
Freelancers Work

Sales Entry, Purchase Entry, Bank Reconciliation, E-way Bill Generate, E- Invoice, Journal Ledger

Account Assistant May 2022 - Apr 2024
Anjney Automobile (P) Ltd., Meerut (Tata Motors Car Dealers)

- Sales Entry, Purchase Entry, Journal Entry, TDS Data Entry, Bank Reconciliation.
- GSTR-1, GSTR-3B Monthly Data Preparation.
- E-Way Bill & E-Invoice Generate.
- Making Report on all daily activities.
- Reconcile Ledger Statement and Payment Record.
- Customer Outstanding day to day Reconcile.
- Maintain Day to Day Accounts & Reporting to the senior Management.
- Recorded deposits, reconciled monthly bank accounts and tracked expenses.

Account Assistant Nov 2018 - Apr 2022
Shri Shyam Jee Auto Wheels (P) Ltd, Meerut (Hero Bike Dealers)

- Sales Entry, Purchase Entry, Journal Entry, Tds Data Entry, Bank Reconciliation.
- GSTR-1, GSTR-3B Monthly Data Preparation.
- E-Way Bill & E-Invoice Generate.
- Making Report on all daily activities.
- Maintain Day to Day Accounts & Reporting to the senior Management.
- Customer Finance Amount day to day Reconcile.

Account Executive

Raj-Sneh Auto India (P) Ltd., Meerut (Maruti Car Dealers)

- Journal Expenses Voucher making & entered in tally.
- Service & Bodyshop Sale invoice Entry.
- Spare Parts Purchase Entry
- All Receipt & Payment Voucher



EDUCATION

M.Com

Chaudhary Charan Singh University Meerut.

B.Com

Chaudhary Charan Singh University Meerut

Intermediate

Uttar Pradesh Board of Allahabad

High School

Uttar Pradesh Board of Allahabad



STRENGTH

- Attention to Detail
- Analytical Skills
- Time Management
- Problem-Solving Ability
- Proficiency in Accounting Software
- Knowledge of Taxation & Compliance
- Strong Communication