

# RESUME

## **POOJA DHIMAN**

Accounting & Taxation Professional

Bookkeeping, GST & TDS

Software Tally Prime & SAP (Fico)

ADDRESS:A-605, Sagar Pearl, Phase-2, Jatkhedi, Bhopal

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## **EXECUTIVE SUMMARY**

Bookkeeping & Taxation experience in Trading, Software & construction industries via almost all type of transactions like vendor, debtor, bank reco, expenses, income & balance sheet & profit & loss account transactions in a manner to present the view of financial statement in true picture which helps to understand the outsiders or shareholder to take the decision on the basis of above. GST filling GST-1, Gstr 3B, TDS filling 24Q, 26Q, Demand notice Reply, Revise Return. Profit & loss and Balance Sheet preparation task.

## **PROFESSIONAL EXPERIENCE**

### **Tech Lads India Pvt Ltd:- Sep20 to till date Senior Accountant**

Responsibilities: > Proper Maintaining of Accounts in Tally Prime Software > computations and filling of GST Returns (GSTR-1 & GSTR-3B) Monitored status of accounts receivable and payable to facilitate prompt processing. > Analyzed and verified Petty expenses on daily basis and prepare reports for accuracy > Deep knowledge of large-scale company accounting and financial reporting practice. > Communicated with suppliers to reconcile invoice payments. > Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments. > provided journal entries and performed accounting on accrual basis. > Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger. > Handled day-to-day accounting processes like general accounting, cost accounting, payables, and receivables to drive

### **Ace India Pvt Ltd Greater Noida Accounts Executive From Jan 2016 to March2018**

Responsibilities: ▪ TDS work (Entries and Payment). ▪ Handled day-to-day accounting processes like general accounting, cost accounting, payables, and receivables to drive financial accuracy. ▪ Purchase order & Pro-forma Invoice generation. ▪ Monitored status of accounts receivable and payable to facilitate prompt processing. ▪ Analyzed and verified Petty expenses on daily basis and prepare reports for accuracy. ▪ Communicated with suppliers to reconcile invoice payments. ▪ Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments. ▪ provided journal entries and performed accounting on accrual basis. ▪ Supported monthly reporting analysis to achieve validation of internal reports and to reconcile production operations and general ledger.

### **Max Solution Pvt Ltd Greater Noida from April 2019 to August 2019 Accounts Executive**

Responsibilities:-> TDS work (Entries and Payment). > Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments. > provided journal Entries > Handled day-to-day accounting processes like general accounting, cost accounting, payables, and receivables to drive financial Accuracy > Purchase order & Pro-forma Invoice generation > Monitored status of accounts receivable and payable to facilitate prompt Processing. > Loan Documents preparation > provided journal entries and performed accounting on accrual basis.

## **EDUCATIONAL QUALIFICATION**

10<sup>TH</sup> FROM H.B.S.E BOARD WITH 48 %

12<sup>TH</sup> FROM HBSE BOARD WITH 54%

B.COM FROM DELHI UNIVERCITY WITH 48%

MBA FROM MD UNIVERCITY WITH 70%  
CA CPT FROM ICAI WITH 54%  
CA ARTICLESHP DONE ( 12.01.2023 TO 13.01.2026)

### SOFT SKILLS

- Analytical Thinking
  - Time and Priority Management
  - Decision making
  - Time and Priority Management
- Client-Focused Approach  
Ownership and Accountability  
Client-Focused Approach

### LANGUAGES KNOWN

HINDI, ENGLISH

### FAMILY SIUMMARY

Husband 's Name : Abhishek Dhiman (In job in Eicher Tractor, )  
Son's Name : Pratish Dhiman (B.tech 2<sup>nd</sup> year In LNCT College, Raisen)