

NAME:- Ankita Sharma

MOBILE:- - 9581777671

EMAIL:- ankitasharma1897as@gmail.com

CAREER OBJECTIVE:

Ambitious to kick start my career with a globally recognized organization which will give exposure to enhance my skills and knowledge for a mutually beneficial relationship with the organization.

ACADEMIC DETAILS:

- **2021: PGDM** in Finance from Aurora's Business School, Hyderabad
- **2018: B.com** from St Joseph's Degree & PG College, Hyderabad
- **2015: Intermediate** from Tapasya Jr College, Hyderabad
- **2013: 10th CBSE** From Bhartiya Vidhya Bhavan's, Hyderabad

INTERNSHIP:

- At H&R Block, Hyderabad as LTBS Jr. Associate as Intern : Feb. 2020 – Sep.2020

Key Result Areas :

- Handling Bookkeeping for the US Clients in the Software "XERO"
- Preparation of reconciliation sheet of Sales Tax & closing the quarter /annually.
- Preparation of reconciliation sheet of Payroll Taxes and trying it with forms filled(DE9,941,940,DE9C,W2&W3)
- Analyzing of Transactions and coding it to correct Ledger Head.
- Preparation of Reconciliation sheet for respective accounts & FedEx settlements.
- Preparation of bookkeeping support for financials at the time of closure.
- In depth analysis of transactions in the ledgers, also verifying the transfers.

ACHIEVEMENTS:

- Accounts executive: - Confirming to national occupation standards (N.S.D.A) Awarded "A"
- Xero Advisor Certification
- Arth vidhya – BSC

SKILLS:

- MS- Excel & MS- Word
- Ms - Office
- Xero

PERSONAL DETAILS:

Date of Birth : 18-10-1997

Address: 3-5-111/2 narayanguda , 500029

Languages known: Hindi , English

DECLARATION:

I hereby declare that the information furnished above is to the best of my knowledge. I shall abide and adhere to the company policies, rules and regulations.

PLACE: Hyderabad

DATE:

Ankita Sharma