

SAMREEN

Mobile number: 8447327626

Email:

samreenchoudhary0@gmail.com

Address : H-44/12, NEAR GREEN APARTMENT , BATLA HOUSE, NEW DELHI- 110025

Objective :-

To be a part of an organization where I can utilize all my skills and knowledge for both professional & personal growth.

Academic Qualification :-

- 10th passed in C.B.S.E Board 2012.
- 12th passed in C.B.S.E Board 2014.
- B.com passed from Jamia Millia Islamia (Distance Mode) 2017.
- M.com passed from Jamia Millia Islamia (Distance Mode) 2019.

Self-Evaluation:-

- Good presentation skills
- Positive attitude, Eager to learn, Team facilitator assertive
- Quick learner, Adaptive to changing the environment
- Good team player, Flexible & Hard working with Sincerity & Honesty

Additional Skills and Practical Training:-

Institute Name:

U2Accountant.com

(Accountancy and Taxation Firm)

- Accounting in Tally ERP.9 of Difference Expense, Income Bills with various Taxes Like GST, TDS.
- Preparing GSTR1 report through Tally and Excel.
- Preparing GSTR3B and GSTR3B report for making month wise GST Computation.
- Verifying Expense Bills and Deducting TDS and paying TDS monthly payment by Filing Challan no 281.
- Preparing TDS Quarterly Computation and Filing TDS Return form 26Q, 24Q.
- Checking form 26AS and pass TDS Receivable Entry and matching Debtor Ledger.
- Calculating PF and ESI and making salary computation and issuing salary slip.
- Making Bank Reconciliation and Debtor/Creditor Reconciliation month wise.
- Checking and Updating Month End Closing Activities.
- Exporting DATA from Tally to Assist Senior for preparing Balance sheet under Senior's Guidance.
- Preparing Depreciation Sheet as per Income Tax and as per Company act.

Computer Skills:

- Tally ERP9.
- Excel along with various Basics to Advance formula like –(H/V-Lookup, Pivot table, Sum if, Count if, applying filter on large data and calculating by using Subtotal Formulas).
- Shorting DATA in both Numeric and Alphabetic.
- Using If Command Concatenate, Text to Column and etc.
- Basic of Ms. Word

Other Interest:-

Playing badminton, Shopping, listening to Music and Travelling.

Personal Information :-

Father's name	RIZWANUDDIN
Date of Birth	01/10/1996
Gender	Female
Nationality	Indian
E-mail	samreenchoudhary0@gmail.com
Communication Address	H-44/12, Near Green Apartment, Batla House, New Delhi(110025)
Linguistic Ability	Hindi & English
Married Status	Unmarried

Declaration:-

I hereby declare that the information provided above is up-to-date and correct to the best of my knowledge.