

Pooja G A

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Objective

I am a consistent, hardworking, highly motivated person. I enjoy working with the public. I feel that I am a friendly, outgoing and dependable person. I feel it is crucial to demonstrate the importance of my job duties and expectations. I am looking to improve my position in the work force, expand my knowledge and skills. I am also looking to establish long term employment in a friendly environment.

Academic Details

ICAI

CA Intermediate, Passed, 2018

Shree Bhagavan Mahaveer Jain College

Bcom, 77%, 2017

PES College

PUC, 93.33%, 2014

Nivedita School

SSLC, 94.72%, 2012

Work Experience

Nagarajan and Company

Article Assistant, Aug 2016 - Jul 2019

Role : • Analysis of Financial

- Ensuring compliance of TDS and Accounting Standards
- Leger Scrutiny
- Debtors and Creditors reconciliation
- Tax audit and Statuary Audit
- Filing of GST returns and GST audit

Qspider

Accounts Executive, Aug 2021 - Oct 2021

Role : • General Accounting

- Vendor payments
- TDS and GST returns

Field of Interest

Accounting , Taxation and Finance

Skills

Conversant in MS Excel , MS word

Practical knowledge of Tally ERP and Income tax utilities

Problems solving , decision making , good interpersonal and communication skills

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date : 14/06/2022

Place : Bengaluru