

## Summary

Accounting Assistant with 3+ years of experience in Monthly GST Fillings, Accounts Receivable, Accounts Payable, Processing invoices In Tally ERP 9/Prime. Expert at using QuickBooks and Advanced Excel functions to reduce processing times and save costs. Possess a Bachelor's degree in B.com with a focus on accounting.

## Skill Highlights

- Microsoft Excel
- Microsoft Word
- MS Office
- Financial Reporting

## Experience

1. **Jr Associate-** 05/2020 To 07/24

**@Sriven Financial Solutions,** Hyderabad  
Telangana.

- **Strong Knowledge of Accounting Concepts**
- **Monthly GST Filling And GSTR 2A & 2B Reconciliation.**
- **E-way Bills Generating & E-Invoice Generating.**
- **ROC Works in MCA Portal**
  1. Financial Reporting with ROC in AOC-4
  2. Annual Filling with ROC in MGT 7
  2. Appointment of Auditor and removal of Auditor
  3. DIN Generation
- **INCOME TAX Returns Filling with Genius Software**
- **Working experience Tally ERP – 9/ Prime, Genius Software**
- **Bank Reconciliation (BRS) in Tally ERP-9**
- **Recording Revenue-Related Transactions in Tally ERP-9 Such as Accounts Payable/Receivables**
- **Working Knowledge of TDS/GST Understanding of the Payment Process**

## Education

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Course	Board/University	year	Percentage %
S.S.C	Pune Board	2011-2012	59%
H.S.C	Pune Board	2015-2016	69.69%
Bachelor of Commerce	University of Solapur	2019-2020	63.83%

## Languages

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English –  
Telugu –  
Hindi –  
Marathi –