
Yukti Dhingra

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Career Objective:

I would like to be part of an organization that provides opportunities to use the knowledge I have gathered to enhance quality and effectiveness in my work. I aspire to have a career in a challenging and dynamic environment to become a strategic part of the organization

Professional Experience:

04/2023- Till date Account executive, NASD&Associates (Chartered Accountant), Bhopal

- GST Returns Filing: Prepared and filed GST returns in compliance with regulatory standards. Monitored and ensured timely submission of monthly and annual GST returns. Assisted in resolving discrepancies and queries related to GST filings
- Financial Reporting: Generated detailed financial reports to support decisionmaking processes. Assisted in preparing balance sheets, profit & loss statements, and other financial documents. Collaborated with senior accountants to streamline financial reporting and compliance.

01/2022-03/2023 Sales coordinator, Yes Bank Limited

- Managed client relationships by responding promptly to inquiries and addressing any issues that arose during the course of a sale.
- Prepared monthly reports on sales activities, revenue, expenses, and other key metrics.
- Performed follow-up calls with customers after each sale was completed.

07/2019-12/2021 Ashutosh Gokhale&Co. (Chartered Accountants), Bhopal

- Utilized Tally for Financial Management Proficiently managed purchase and sales entries, ensuring accurate and up-to-date financial records.

- Conducted comprehensive banking transactions, including deposits, withdrawals, and reconciliations. Maintained systematic ledger accounts to facilitate smooth financial operations.
- Financial Reporting: Generated detailed financial reports to support decisionmaking processes. Assisted in preparing balance sheets, profit & loss statements, and other financial documents. Collaborated with senior accountants to streamline financial reporting and compliance.

Skills:

- Proposal Development
- Customer Communication
- Sales Reporting
- Coaching skills
- Prospecting skills
- Tally Software Prime
- Computex software

Educational Qualifications:

- 01/2017 M.Com Barkatullah University, Bhopal
- 01/2015 B.Com(Computer) Barkatullah University, Bhopal
- 01/2012 Senior Secondary Examination M.P.Board
- 01/2010 Matriculation Examination M.P.Board

Achievements:

Obtained Second position in inter school dance competition in 2008

Strengths:

- Flexible
- Keen Learner

Computer exposure:

- knowledge of working with MS-Office (Word, Excel&PowerPoint)

- Knowledge of working with Tally 7.2 to Tally ERP9

Personnel Details:

- Father name: Manish Dhingra
- Mother name: Meena Dhingra
- DOB: 10/10/94
- Marital status: Married
- Languages known : English, Hindi, Punjabi

Hobbies:

- Dance
- Badminton
- Travelling

Declaration: I hereby declare that the information given above is true to the best of my knowledge.