

MONIKA

Address: 9/4091 Gali No.14 AJIT Nagar, Gandhi Nagar, Delhi-110031

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OBJECTIVE

- Works hard to achieve organizational targets within specified time limit, handle additional responsibilities and keep updating the skills to adapt to changing requirements.

ACADEMICS QUALIFICATION

- Master of Commerce (M.Com) from IGNOU in 2021.
- Bachelor of Commerce (B.Com) from DU Sol in 2019.
- 12TH Pass from CBSE Board with in 2016.
- 10TH Pass from CBSE Board with in 2014.

PROFESSIONAL QUALIFICATION

- Certified with 1-year course in Computer Operator and Programming Assistant (COPA).

WORK EXPERIENCE

Accountant

- Company Name : Kapoor Travel House LLP
Working Period : 1 Year (2023-2024)
Responsibilities :
 - Utilized Busy Software to manage billing and invoicing procedures.
 - Analyzed monthly income & expenses, Journals to ensure highly accurate data..
 - Posting journal entries, maintaining accounts receivable and account payable, maintaining cash book.
 - Reconcile bank accounts and credit card statements.
 - Assist with the preparation of tax returns.
 - Maintain and update general ledger accounts
 - GST and TDS entries

Billing Execution on Busy Software

- Company Name : Veepee International P. Ltd.
Working Period : 2 Year 6 Month (2020-2023)
Responsibilities :
 - Utilized Busy Software to manage billing and invoicing procedures.
 - Handling billing related queries and reconciled accounts

Junior accountant (Trainee)

- Company Name : AGNA & Associates, Chartered Accountants
Working Period : 6 Month
Responsibilities :
 - Utilized Tally Software to manage Sale and Purchase entries, Sale & purchase Reconciliation, manage bank entries.
 - Bank reconciliation.
 - GST reconciliation and Return filling.
 - TDS entries and preparation of tax return.
 - Maintain and update general ledger accounts

Back Office as Junior Accountant (Bookkeeping)

- Company Name : Golden Reed Overseas
Working Period : 3 Year (2017-2020)
Responsibilities :
 - Handled bookkeeping tasks and maintained financial records.
 - Assisted in preparing financial reports and ledger.
 - Managed accounts payable and receivable.

KEY SKILLS

- Knowledge of Tally ERP 9, Busy Software, MS Word, MS Excel
- Knowledge of Bookkeeping
- Good Communication Skills.
- Good Knowledge of utilizing different Technology.
- Typing (40-45 WPM).
- Accuracy

STRENGTHS

- Adaptability
- Quick learner
- Time Management

HOBBIES

- Traveling
- Cooking

PERSONAL VITAE

- **Date of Birth** : 28 -09-1998
- **Father's Name** : Mr. Ram Prasad
- **Gender** : Female
- **Marital status** : Unmarried
- **Language known** : Hindi, English and Punjabi
- **Nationality** : Indian

DECLARATION

I hereby declare that the details provided by me in this resume are correct and I have knowingly not omitted/ misrepresented any information.

Date:

Place: Delhi

(Monika)