

**YOGITA**

***“To pursue a dynamic career with a reputed organization, to enhance my professional skills while gaining an in-depth understanding of the field of Finance, Taxation, Corporate Laws and Audit.”***

**CAREER PROFILE**

3+ years of rich experience across **India & Middle East** in **Accounting**, **Accounts Payable**, **Reconciliation**, and **Taxation**.

* Proficient in filing Income Tax and VAT Returns
* Incorporation of Companies (i.e. One Person Company, Limited Liability Partnership)
* Core Strengths:
  + *Financial Management*
  + *Cash Flow Management*
  + *Auditing and Taxation*
  + *ISA IFRS & Financial Reporting*

**WORK EXPERIENCE**

**•** **Dubai** *May 2018 – Jul 2019*

* Vendor Ops Consultancy and Inventory Management
* Hands-on experience in updating accounting entries in SAP.
* Skilled at maintaining & reconciling accounts and preparing reports.
* Created, documented, posted complex journal entries & petty cash entries.
* Proficient in verifying vendors invoices, debit/credit notes, delivery notes, purchase orders, goods receipt notes, vouchers and other related documents before creating any accounting entries.
* Hands-on experience in updating accounting entries in SAP.
* Skilled in identifying & correcting errors and inconsistencies in financial entries and documents leading to transparency in reporting to internal and external stakeholders.
* Handled payments and reconciliation of **COD** and **EPAY** (Finance AR), reconciliation of vendor account (AP Department).
* **Dubai–** a member ofREANDA GroupAssistant Coordinator for VAT

*Oct 2017 – April 2018*

* Registered clients with **FTA (Federal Tax Authority)** solved queries, and provided **VAT Consultancy.**
* Filed **VAT returns**.
* Prepared **MIS Accounting Report**
* Conducted **Accounting Review**
* Carried out successful **External Audits**.
* **Reconciliation** of bank statements.

**•** **Mumbai** *Aug 2014 – Aug 2017*

Intern (Accounts, Tax & Audit Department)

*A leading CA Firm in India with its registered office in Mumbai, BNG lent a good experience in Client handling, meetings and developing healthy relations.*

* Preparation and filing of I**ndividual Tax Returns** and **Business Tax Returns**, quarterly andannually.
* **Internal Audit** of **Allahabad Bank**: Audit of advances, loans, securitization of assets, adherence toRBI act and review of CRR and CAR.
* **Internal Audit** of **Bajaj Corp** Udaipur: Vouching of bills & invoices, Verification of statutory dues,Overview of Investment & Mutual Funds made by Corp, Stock audit.
* **Stock Audit** of **Sony India Private Limited**.
* Compilation & filing of TDS Returns under **24Q/26Q** for various entities like Blackstone, Agronic Foods & Saucery, etc.
* Compilation and preparation of **books of accounts** of clients such as Nakoda Corp., Metamorphosis, Falcon event organizers, etc on quickbooks, Tally etc.
* Registration and filing of Trademarks of various clients -Filing of objection replies under TM-16, TM-5, etc.

**EDUCATION**

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| **QUALIFICATION** | **YEAR** | **INSTITUTION/UNIVERSITY** |  |
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| M.Com. A.B.S.T. | 2017 | MDS University, Ajmer |  |
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| CA CPT | June, 2012 | ICAI |  |
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| CA IPCC | May, 2016 | ICAI |  |
| B. Com | 2015 | MDS University, Ajmer |  |
|  |  |  |  |
| Intermediate (CBSE) | 2012 | St. Mary’s Convent, Ajmer |  |
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| High School (CBSE) | 2010 | St. Mary’s Convent, Ajmer |  |
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* ***Secured Exemption in Accounting and Auditing & Assurance in IPCC.***
* ***Completed 100 hours of mandatory training on Computer Training Course & Orientation Program in accordance with the requirements of the Chartered Accountants Regulations 1988.***

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| **TECHNICAL SKILLS** | |  | **STRENGTHS** | |  |
| Efficient in MS Excel, MS Word and MS | |  | Communication and Presentation Skills | |  |
| PowerPoint |  |  | Self- motivation | |  |
|  |  | Team Work | |  |
| Basic knowledge of Tally ERP 9.0 | |  |  |
|  | Flexibility | |  |
| Working knowledge of Intuit QuickBooks | |  |  |
|  | Ability to explain complex information simply | |  |
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| **PERSONAL INFORMATION** | |  |  |  |  |
| **Date of Birth :** | 28th July, 1994 |  |  |  |  |
| **Current Location :** | Dubai |  |  |  |  |
| **Nationality :** | Indian |  |  |  |  |
| **Linguistic Abilities :** | English, Hindi, Sindhi |  |  |  |  |
| **Hobbies :** | Playing Table-Tennis, Reading, Surfing, Exploring different places | | | |  |

**Email:** [yogita-394385@2freemail.com](mailto:yogita-394385@2freemail.com)