

# CARRICULUM VITAE

## Babita Dangwal

H. NO. 55, MUKAND VIHAR

MUKAND PUR, BURARI

New Delhi, 110085,

NEAR AZAD PUR

Mobile No –.9871867579

E-Mail Id – [babitadangwal19@gmail.com](mailto:babitadangwal19@gmail.com),

### Objective

To Become Result Oriented Professional To Secure As Accountable, Challenging Position Which Provides An Opportunity To Serve The Organization To The Best Of My Experience And Valuable Application Of My Knowledge.

### Career Objectives

→ To Become & Complete Professional In My Accounting Profession.

→ To Gain Maximum Knowledge From Superiors Dedicated Hard Work

### Academic Qualification & Professional Qualification

Degree	Institution	Year
Class 10 <sup>th</sup>	CBSE Board	2013
Class 12 <sup>th</sup>	CBSE Board	2015
CS	ICSI	2016
B.COM	DELHI UNIVERSITY	2018
M.B.A	Subharti University	2021

### Professional Qualification

→ Pursuing M.B.A in Finance & Marketing From Subharti University

### Strength

→ Work Till Perfection.

→ Adjustability To All Kinds Of Situations & quick learner

### Weakness

→ Short Tempered Only When My Work Is Not Completed.

### Work Experience

#### **CS Firm (CS M.K Verma & Co) (MARCH 2017 TO SEPTEMBER 2018)**

E Form MGT 7 AOC 4 DIR 12

Appointment Of Director

Drafting Minutes Of The

Meeting

Incorporation Of Company Through Spice

Maintaining Financial Record By Reconciling Balance Sheet Trading & P/L A/C General Ledger

Verified And Posted The Details Of Business Transaction In Appropriate Ledger And

Journal Posting Bank Reconciliation

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Branch accounting  
Filing GST Return GSTR 1 & GST 3B & Reconcile GSTR 2A  
Generate E Way Bill Report Filing TDS & TCS

## **Accountant (Trading Company) (Fabiano Appliances Pvt Ltd ) (OCT`2018 TO FEB 2020)**

Maintaining Financial Record By Reconciling Balance Sheet Trading & P/L A/C General Ledger  
Account Sale, Purchase Journal Payment, Receipt. Purchase Order, Challan . Production.  
Verified And Posted The Details Of Business Transaction In Appropriate Ledger And  
Journal Posting Bank Reconciliation

Branch accounting  
Filing GST Return GSTR 1 & GST 3B & Reconcile GSTR 2A  
Generate E Way Bill Report File TDS Return & TCS

## **Accountant (Manufacturing Company) (Annpoorna Industries ) (OCT. 2018 TO FEB 2020)**

Maintaining Financial Record By Reconciling Balance Sheet Trading & P/L A/C General Ledger  
Account Sale, Purchase Journal Payment, Receipt. Purchase Order, Challan . Production.  
Verified And Posted The Details Of Business Transaction In Appropriate Ledger And  
Journal Posting Bank Reconciliation

Branch accounting  
Filing GST Return GSTR 1 & GST 3B & Reconcile GSTR 2A  
Generate E-Way Bill Report File TDS Return & TCS.

## **Senior Accountant**

### **(Manufacturing & Trading Company) (Prenav India Pvt.Ltd ) (MARCH 2020 TO MARCH 2021)**

Maintaining Financial Record By Reconciling Balance Sheet Trading & P/L A/C General Ledger  
Account Sale, Purchase Journal Payment, Receipt. Purchase Order, Challan . Production.  
Verified And Posted The Details Of Business Transaction In Appropriate Ledger And  
Journal Posting Bank Reconciliation

Filing GST Return GSTR 1 & GST 3B & Reconcile GSTR 2A & 2B  
Generate EWay Bill Report Make TDS Payment, Debtors Follow Up Print Mrp.  
Salary Sheet,

## **E. Com Accountant Executive**

### **(Trading Company) (Tahi Enterprises) (APRIL 2021 TO TILL DATE)**

Trading with Amazon, Flipkart, Myntra,(B2B, B2C), Purchase from Nivea, Marico, Cipla, KS etc  
Maintaining Financial Record By Reconciling Balance Sheet Trading & P/L A/C General Ledger  
Account Sale With TCS, Purchase With TCS Journal, Payment, Receipt. Purchase Order,  
BOM. Reconciliation Of Accounts Of Debtors & Creditors,  
Verified And Posted The Details Of Business Transaction In Appropriate Ledger And  
Journal Posting Bank Reconciliation,  
Filing GST Return GSTR 1 & GST 3B & Reconcile GSTR 2A  
Generate EWay Bill Report Make TDS & TCS Working & Payment,

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## Key Skills

MS Word & Excel. TSC For MRP Sticker Printing  
Accounting Software Busy & Tally.

## Personal Details

Father's Name	Mr. Dhyan Singh
Mother Name	Mrs. Sushila Devi
Date Of Birth	26 May 1998
Gender	Female
Languages Known	English, Hindi.
Hobbies	Reading book & Singing.
Nationality	Indian.
Mobile No	9871867579

## Declaration-

I Hereby Declare That The Information Furnished Above Is True To The Best Of My Knowledge.

**Date**

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**Time**

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