

PALVINDER KAUR

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**An enthusiastic & high energy driven professional, targeting senior assignments in Finance & Accounts, Auditing, Taxation, Accounts Payable/ Receivable with a reputed organization
Location Preference: Delhi & NCR
Willing to relocate**

PROFILESUMMARY

- A competent professional with **over 4+ years of experience in Direct and Indirect taxes .**
- **Skilled in managing AP/ AR and managing reconciliation, GST, and Audit**
- Expertise in supervising daily **Accounts Payable (AP)** processes and clerks; managed vendor relations as well as timely and accurate processing of invoices, purchase orders, expense reports and payment transactions
- Proficient in managing **Accounts Receivable (AR)** section with focus on ensuring efficient processing (payment allocation, reconciliation and month-end reporting) of company receivables timely collection in accordance to company policies
- Experience in using MS Excel in terms of Reconciliation.
- Skilled in managing variances on the income statement and balance sheet through several reports
- Part of GST team for GST Implentation and sanity Check for the systems and reports as per compliance requirement.
- Possess excellent interpersonal, communication & organizational skills with capabilities in team management & customer relationship management

CORECOMPETENCIES

*~Accounts Payable
~Team Management*

*~Accounts Receivable
~Financial Analysis*

~Reporting & Documentation

ORGANIZATIONAL EXPERIENCE

- **From Jan 2024 Till Present A.K Sharma & co., (Naraina) as Senior Accountant**
- **Since 2022-2024 Matta Associates, (Netaji Subhash Place) as Accountant**
- **Since July 2021-May 2022 Nikhil ND Gupta & co. (Rohini) as Paid Assistant Finance & Accounts Department**

- Maintenance of books of accounts of all the entities and subsidiaries in Tally software.
- Maintenance of personal accounts.
- Preparation of Bank Reconciliation Statement (BRS), Trail Balance, Profit & loss, Cash flow Statement and Balance sheets Financial Statements.
- Efficiently handled the preparation and submission of Income tax returns, TDS Return, Tax Audit.
- Prepare Advance tax and Income tax Working.
- Online Income tax Forms and Challan filing .
- Publish reports of daily productivity, Accuracy and Error to the management.
- Carried internal audit to identify and review internal check and control system.
- Prepared and organized reports on audit findings.
- Scrutinized Ledgers, Reconciled debtor and creditor balances, vouched Income & expenditures, Verification of assets and Liabilities.

- Handled end to end processing of DATA.
- Executed comprehensive Book Keeping Services and submitted all corresponding Tax filing.
- Work on Multiple assignment simultaneously, taking responsibility for completion before set deadlines.
- Filing of Regular GST Return i.e, GSTR-1,GSTR-3B, GSTR-9 with proper reconciliation.
- Engage in Monthly matrix preparation for states which includes a description of outward supply and GST payable on such supply, Eligible and blocked ITC, Net ITC carried forward from previous month, cash balance available, ITC adjustment and RCM Payable in cash.
- Prepare GST reconciliation report of various clients.
- Working in an Accounts Payable Department.
- Payments reconciliation.
- Making reports for the company.
- All statutory payments regarding TDS and Return filing.
- Preparation and generation of e-waybill.
- All Types of Accounting Activities (entries of Income, Expenses, Journal Vouchers, Contra, Invoice, Sale, Purchase, Assets, Liabilities, Preparation of Bank Reconciliation Statement (BRS), Financial Statements (Balance Sheet, P&L and Cash / Funds Flow), Provisional Balance Sheet for Loan from Banks and preparation of Audit Reports), Online Activities.
- Closing the audit query within the time line and no points to be carry forwarded by audit Team.

ACADEMIC DETAILS

- MBA-(FINANCE) from IGNOU (Indira Gandhi National Open University) .
- B.com. from Delhi University

PERSONAL DETAILS

Date of Birth : 14th March 2001

Present Address : D-208, Chander Vihar, Gali No. 13, New Delhi, 110041