

RIDDHI

Finance and Accounting

📞 7988096906 @ riddhi031202@gmail.com 📍 Rewari, Haryana

SUMMARY

Detail-oriented Finance and Accounting graduate with a strong foundation in financial analysis, reporting, GST/ITR processes, and data-driven decision-making. Proficient in Excel and accounting tools, with hands-on experience supporting compliance, and daily financial operations. Eager to contribute to a dynamic organization by delivering accurate results, maintaining high professional standards, and supporting strategic business goals.

EXPERIENCE

Assistant

Tax Consultant

📅 07/2025 - Present 📍 Rewari, Haryana

- Assisting in preparation and filing of GST returns.
- Handling Income Tax Return (ITR) preparation and submission for individuals and small businesses.
- Supporting Tax Audit work by compiling financial data, verifying ledgers, and preparing audit schedules.
- Coordinating with clients to collect required documents and resolving basic tax-related queries.
- Maintaining proper documentation and assisting in statutory compliance tasks.

Branch Operation Executive

Seeds Fincap Private Limited

📅 2024 - 06/2024 📍 Rewari, Haryana

- Assist and support Sales staff in their day-to-day operations.
- Assist and coordinate with sales and marketing teams.
- Support staff in handling and documenting customer accounts.
- Documents scrutiny.
- Booking and disbursement of loans in the system.

EDUCATION

Master of Business Administration

Amity University

📅 2024 - Present 📍 Noida, Uttar Pradesh

Bachelor of Commerce

Mata Raj Kaur Institute of Engineering and Technology

📅 10/2020 - 05/2023 📍 Rewari, Haryana

SKILLS

Microsoft Excel

Quick Learner

Accounting

IT Compliance

Basic Tax Audit Assistance

Result Oriented