

## **CURRICULUM VITAE**

Name : **MAMTA KUMARI**

Address : House No A-1846 S.G.M Nagar  
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Haryana 121001

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### **Working experience**

Working with M/s. Dabral & Company (Advocate and a tax consultancy unit) as an Accountant cum tax assistant since April 2020 to Dec 2022. And Jeevan rekha medical store from Jan 2022 to till date.

### **Nature of Duties in Present Company**

#### **Accounting Field**

Feeding all accounting vouchers in Tally ERP 9 Software and also knowledge of Marg software. (That is Sales, Purchase, Journal, Bank, Cash Book, Credit and Debit Note, Stock register), Bank reconciliation, Sundry debtors and Creditors Reconciliation, Preparation of vouchers and positing ,monthly posting of wages and salary register and Internal Audit of books of accounts.

#### **Taxation Field**

All GST monthly and quarterly returns that is GSTR1, GSTR3B, ITC 04 and reconciliation of purchase with GSTR 2A, 2B and with books, Calculation and provision for monthly TDS and TCS.

### **Educational Qualification:**

10<sup>th</sup> Pass from Shri sanatan dharma senior secondary school in 2016.  
12<sup>th</sup> Pass from Shri sanatan dharma senior secondary school in 2018.  
Graduation Complete from Indra Gandhi National University.

**Personal Details:-**

Father's Name : KISHAN KUMAR

Date of Birth : 02-07-2000

Martial Status : Unmarried

Nationality : Indian

Present Salary : Rs. 17000- Per month

Salary expected : Rs. 21000/- Basic

Reason for leaving present job : For expecting a bright future after associate with your company.

DATE :-

PLACE :- FARIDABAD