

MUSKAN ANSAL

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NEW HARI NAGAR

MAA BHAWAN

HOSHIARPUR-146001



PROFILE

Results-oriented and detail-focused professional with 5 year of experience. Proven expertise in financial analysis, risk management, and customer relationship management. Seeking a challenging position to leverage my skills in driving operational efficiency, ensuring compliance, and delivering exceptional customer service.

WORK
EXPERIENCE

T.H. STUDY HALL SCHOOL ACCOUNTANT

April 2023 - Present (10Month)

- ✓ Supervised and executed accounting activities, including analysis of financial statements of 4 different firms and preparation of Financial Reports for senior management.
- ✓ Responsible for Account Payable and fixed assets.
- ✓ Participated in the implementation of enhanced accounting systems, reducing errors and improving operational efficiency.
- ✓ Handled Cash & Cheque transactions accurately.

IVY HOSPITAL JUNIOR ACCOUNTANT

December 2021 to march 2023 (1.5 Years)

- ✓ Recorded and analyzed daily financial transactions, reconciled accounts, and prepared monthly reports.
- ✓ Collaborated in the preparation of tax returns and compliance with regulatory requirements.
- ✓ Participated in the migration to a new accounting system, providing training to staff.

AERY LAW OFFICE ACCOUNTANT

Feb 2019 to November 2021 (2.5 Years)

Developed strong relationship with customer by providing excellent customer service, Tax Audit procedures, Tax reporting, Filing system management, Tax Law Compliance, Document Preparation, Decision making

BACHELOR'S DEGREE IN ACCOUNTING Punjab university

2016 - 2019

- ✓ Financial Analysis
- ✓ Preparation of financial reports
- ✓ Risk Management
- ✓ Team Collaboration
- ✓ Customer Relationship Management
- ✓ Excellent knowledge of accounting and tax regulations
- ✓ Self motivated

SKILLS
EDUCATION

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