

Pavnika Gahlot

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Professional Summary

I want to work with an organization that can give me ample opportunities to grow so that I will be able to help in the growth of that organization and will be able to enhance my skills and my capabilities.

Work Experience

Assistant Manager-Finance | Eminent India Private Limited | June 2025 – Aug 2025

- Prepare financial statements, financial reports, sales report, audit reports.
- Petty cash book handling.
- Billings, record-to-report, accounts receivables, accounts payables.
- Stay up-to-date on upcoming projects.
- Prepare and send daily outstanding reports.

Accountant | CA Sandeep Arora & Co. | Oct 2023 – May 2025

- Prepare financial statements, including balance sheets, income and cash flow statements.
- Petty cash book handling
- Filing of ITR, GST Return, TDS Returns.
- Stay up-to-date on accounting regulations and best practices.
- Organized client meetings to provide project updates
- Reviewed completed work to verify consistency, quality and conformance.

Accounts Executive | Kamlesh Kumar & Co. | Feb 2021 – Feb 2023

- Maintained client accounts in tally.
- ITR filing. A
- Some GST compliances (GST registration application, E-way bill filing, return filing)
- GST reconciliation, data preparation
- Vendor Payment.
- Update Bank transactions and bank reconciliation.
- Prepare bills, invoices (sales, purchase, debit note credit note details)
- Cashier Activities, Prepare and send daily outstanding reports.

Education

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| • Delhi University | B. Com Graduate February 2021 |
| • CBSE | Senior Secondary School June 2018 |
| • CBSE | Secondary School April 2016 |
| • CMA Foundation | Passed December 2018 |
| • CMA Inter (Group 1) | Passed December 2020 |

Skills & Abilities

- Basic knowledge of MS-Word, MS-Excel, MS-PowerPoint.
- Knowledge of advance Excel functions and formulas like VLOOKUP, HLOOKUP and pivot table

- Completed certified computer course from IICT (Tally, Busy, A+C language)
- Participated in various painting and debate competitions in school.
- Held the position of discipline in charge at school level.

Activities and Interests

- Enthusiastic about working in tourism or in accounts.
- Listening music and reading novels.