**Roma Kaur Mobile: 8527538879 / E-Mail: romakaurgill@gmail.com**

**MBA with 8+ years of experience as a Senior Accountant developing and implementing Accounting systems, strategies, processes, and controls that significantly improve P&L scenarios.**

**Career Objective: I am a diligent, confidant and result oriented person who has a sense of loyalty and courage. My assets are my determination to succeed and my desire to learn. I believe to work as teamwork and adding value to my role in the organization.**

Professional Profile

**SKILL SET**

**General Accounting**

**Accounts Payable / Receivable**

**Branch/Bank Coordination**

 **Reconciliation**

**Vendor Payment**

**Fund Management**

**Import/Export**

**Advance Tax/**

**TDS/Income Tax**

**Sale Tax (CST/VAT)**

**/Reverse Charge**

**GST**

**MIS Reports**

**Internal Audit Facilitation**

**Statutory Audit Assistance**

**Balance Sheet**

**P & L Account**

**Statutory Compliance**

* A result oriented professional with **nearly 9.5 years**’ experience in Taxation, Finance & Accounts, Auditing, Export / Import Documentation & Statutory Compliance.
* Reviewing & controlling accounts receivables and payable through ageing reports.
* Developed rich cognition about GST, Income Tax Act, Sales Tax, and Related Acts.
* Proficiency in streamlining working procedures, formulating cost effective solutions to enhance accounting & taxation operations.
* Cooperation with group & controlling group to get best result with minimizing time effort to achieve targets.
* An effective communicator with excellent relationship building & interpersonal skills.

Experience

* **Blue Water Expotrade India Private Limited, Netaji Subhash Place, Delhi From Nov ’19 onwards**

Assistant Manager Accounts

* **Haiko Logistics India Private Limited, DLF Tower Moti Nagar, New Delhi Dec’18 to Oct ’19**

Sr. Executive Accounts

* **Cucku Enterprises Pvt. Ltd., DLF Tower Moti Nagar, New Delhi Oct ’16 to Dec ’18**

Sr. Accountant

* **Oswal Agencies, Ashok Vihar New Delhi Aug ’12 to Oct ’16**

Account Executive

* **Royal Kattha Industries Netaji Subhash Place, Delhi Aug ’11 to Aug ’12**

Account Executive

* **BMS Certification Pvt. Ltd., Lawrence Road. Delhi July ’10 to Aug ’11**

Office Coordinator & Account Executive

**Areas of Expertise**

* Preparing tax plans and ensuring timely assessment and filing of direct & indirect tax including GST, Sales Tax, Income Tax (individual & Professionals), TDS, TCS ; appearing before regulatory tax authorities.
* Interfacing with Regulatory Authorities for timely filing of GST Returns i.e. GSTR1, GSTR3B etc. (all type of reruns i.e. Nil, Taxable, Exempted, Export, etc.), TDS, TCS and Sales Tax Returns, Tax Assessments, Refund Procedure, exemption related benefits and registrations.
* Working on Reverse Charge mechanism under GST Rule.
* Inputs Tax Credit Reconciliation-Match GSTR2A and GSTR2 to minimize differences to maximize set of.
* Tax Ledger-Maintain, review, reconcile tax ledger
* Preparation of Stock Report
* File Fresh Application of GST, Import Export Code, FSSAI and Labor Certificate.
* Update and check EGM Status, IGST Refund Scroll Status.
* Prepare Comparison Report of Export Invoice from ICE Gate, Tally, Shipping Bill and Checklist.
* Preparing and maintaining statutory books of accounts viz, journal, ledger, cash book and subsidiaries in compliance with time & accuracy norms.
* Presenting a true and fair view of the financial position of the company by preparing MIS, Financial statements viz, P&L Account, Balance Sheet and Financial Statement Report.
* Generating Bank Reconciliation Statements for reconciling Cash & Bank balances involving active coordination with bank authorities & reconciliation of accounts pertaining to Statutory Payments, Stock Statement and other regulatory compliance with Bank as per RBI, FIMA & DGFT Norms.
* Taking adequate measures to ensure timely receipt of payments with debtors and creditors analysis.
* Assisting Internal Auditor as well as statutory auditors and solving their queries.
* Handling various export documentation and submitting/ Lodgments of Export Invoice against Export Payment and issue of BRC.
* Implementing & administering payroll policies to ensure accurate and timely compliance with statutory obligations.
* Managing accounting team and monitoring accounting procedure.
* Analyzing financial statements, identifying risks relating to financial reporting and Handling Working Capital Requirement of Company.

Education Qualification

**MBA (**2012) from Sikkim Manipal University, Delhi

**B. Com.** (2010) from Delhi University, Delhi

**12th From** (2007) From CBSE, Delhi

**10th (**2005) From CBSE, Delhi

Computer Proficiency

Application Software : MS-Word, Advance Excel, Outlook, Internet Accessing

Accounting Package : Tally Prime, Tally.ERP 9, Busy, E-Freight Suits (Logistics)

TDS Package : TDSMAN, Webtel

Typing Speed : 53 to 55 WPM

Personal Details

Father’s Name : Shri Salvinder Singh

Date of Birth : 29th Oct 1989

Language Proficiency : English, Hindi & Punjabi

Marital Status : Unmarried

Address : 435c/3, Chander Quarter, Rampur, New Delhi-110035.



Date :

Place : New Delhi Signature