

CAREER OBJECTIVE

- Seeking a challenging position where I can utilize my skills & experience to contribute to the success of the company. To secure a position in a dynamic company that offers opportunities for professional growth and advancement.

WORK EXPERIENCE

- Accounts Manager at [**FRATEHAUL INC.**](#) (From April'2021 to till date)
 - ✚ Managing client queries, reviewing appropriate ledger entry reconciliation.
 - ✚ Address customer needs & concerns as quickly & effectively, meet financial accounting objectives.
 - ✚ Working with multiple small accounts & few larger ones, coordinate & complete annual audits.
 - ✚ Managing & overseeing the daily operations of accounting department. Establish & maintain fiscal files and records to document transactions.
 - ✚ Maintain daily income & expense report, truck wise report, fuel report, invoices, dealing with factoring companies etc. Monitoring & analyzing accounting data.
- Accounts Executive at [**SHREE DURGA TRADING CO.**](#)
(From February' 2017 to March' 2021)
 - ✚ Maintain import purchase transaction, custom duty payment, generate E-waybill.
 - ✚ Maintain GSTR-1 & GSTR-3B report.
 - ✚ Assist Trial balance, P/L & Balance sheet, maintain bank transaction & accounts statement.
 - ✚ Inspect account books and accounting systems for efficiency and use of accepted accounting procedures.
 - ✚ Support the year-end financial audit, provide consolidated statutory accounts & details required by external auditors.
 - ✚ Maintain bank reconciliation statement, TDS report.
- Junior Accountant at [**SNOWTEMP COMMERCIAL PVT. LTD.**](#)
(From December' 2014 to January' 2017)
 - ✚ Filing return of Vat, Service Tax, Entry Tax & CST.
 - ✚ Sales-purchase entries, maintain coal sheet, sales invoices, purchase invoices and reports.
 - ✚ Examine financial statements to be sure that they are accurate & comply with laws & regulations.
 - ✚ Compute tax owed, prepare tax returns & ensure that taxes are paid properly & on time.
 - ✚ All entries in tally, bank reconciliation.

ACADEMIC QUALIFICATION

YEAR	CLASS	BOARD	INSTITUTION
2009	B.COM	T.M.B.U	B.R.M. College (Munger)
2006	XII	B.I.E.C	B.R.M. College (Munger)
2004	X	C.B.S.E	Premalok Mission School (Patna)

PROFESSIONAL QUALIFICATION

YEAR	CLASS	INSTITUTION
2010 (MAY)	CA (CPT)	Institute of Chartered Accountants of India
2012 (MAY)	CA PCC (INTER)	Institute of Chartered Accountants of India

TECHNICAL SKILLS

- MS OFFICE : WORD, EXCEL, POWERPOINT.
- D.C.G.P. COURSE IN COMPUTER (DIPLOMA IN CYBER GATEWAY PROGRAM)
- C.A.C. COURSE (CERTIFICATE IN ACCOUNTANCY COURSE) TALLY 9
- ACCOUNTING PACKAGE : QUICKBOOKS, AXON, AVAAL, TRANSLANE, SPEED, XPERT & TALLY.ERP 9

LINGUISTIC ABILITIES

- ENGLISH : Speak, Write & Read.
- HINDI : Mother Tongue.
- BENGALI : Speak

PERSONAL DETAILS

- Husband's Name : Mr. Rajiv Kumar Lodha.
- Date of Birth : 19th Nov, 1989.
- Permanent Address : At + Post:- Dubra.
Dist:- Purulia, PIN-723155, West Bengal

HOBBIES

- Enjoy travelling, driving & cooking.
- Sports enthusiast with a passion for badminton, volley ball & basketball.

I hereby declare that the above-mentioned information provided is true to the best of my knowledge and belief.

Place: Kolkata.

(SWATI LODHA)