

Madhulika

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CAREER OBJECTIVE

To work in an organization where initiative, creativity, and excellence is encouraged and awarded.

ACADEMIC QUALIFICATIONS

- **MBA (two years full time course)** from ABES Engineering College (U.P.) affiliated to UPTU, Lucknow in 2013
- **BBA** from TMIMT, TMU University. -2011
- **Intermediate** from S.R.K Girls Inter College Moradabad UP Board -2008
- **High School** from S.R.K Girls Inter College Moradabad UP Board-2006

EXPERIENCE

1- YTL Manufacturing Private Limited (Feb 2020- Till Date)

Currently working as Senior Accountant

- Knowledge of Income Tax, TDS, GST, and other tax compliance.
- Book-keeping & regular updating of books of accounts & file management.
- Annual Return filing and Income Tax returns.
- Balance Sheet finalization.
- Working on tally ERP 9 software.
- Handle import work and make import payments.
- ESI and PF payment
- Filing GST and TDS Return.
- Reconciling bank statements.

2- Nalini Originals (August 18 to Feb 20)

Worked as Executive Accountant

- Prepare monthly detail of GSTR 3B & GSTR 1.
- Maintain of all type of Accounting Vouchers Entry.
- Maintaining Day to Day Books of Accounts in Tally.
- Maintain Bank Reconciliation Statement & Reconciliation of Debtors n Creditors.
- Preparing TDS.
- Online generate E-Way Bill, form C, form H and manually form E.
- TDS Compliance related to monthly deposit of TDS & quarterly TDS return 24q, 26q, 27q.

3- India International House Ltd (June 2015 to July 18)

Worked Accounts Assistant.

- Prepare monthly detail of GSTR 3B & GSTR 1.
- Maintain of all type of Accounting Vouchers Entry.
- Maintaining Day to Day Books of Accounts in Tally.
- Maintain Bank Reconciliation Statement & Reconciliation of Debtors n Creditors.

- Preparing TDS.
- Online generate E-Way Bill, form C, form H and manually form E.
- TDS Compliance related to monthly deposit of TDS & quarterly TDS return 24q, 26q, 27q.

4- Anuj Mittal & Co. (Aug 2014 to May 2015)

Worked as Accounts Assistant

- Voucher Entry
- Prepare monthly detail return of sales tax.
- UP Vat with calculation.
- Vat Return
- TDS Return
- Income Tax Return
- Service Tax & Excise Return.

AREA OF SPECIALIZATION

- **Finance (Main)**

SUMMER TRAINING AND PROJECT WORK

Prepared, a research-based report on the 'NTPC' DADRI.

PROFICIENCY

- 6-month Diploma in Computer Education (DCA)
- SAP trained.

EXTRA CURRICULAR ACTIVITIES

- NCC Certificate at School Level.
- Participated in various Cultural events at College Level.

PERSONAL DATA

Name	:	Madhulika
Date of Birth	:	July 06 th 1989
Father Name	:	Mr. Jai Shankar
Gender	:	Female
Marital Status	:	Married
Nationality	:	Indian
Language Known	:	English & Hindi
Hobbies	:	Music, Net surfing, Interaction with professionals.
Present Address	:	Flat no.1203, Anmol Sankalp, plot no.59, sector-5,ulwe Navi Mumbai- 410206
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(MADHULIKA)