
RITANYA ABIDA (VEENA V)

No.40, Kasturi Nivas RHB Colony Mahadevapura Post, Bangalore-560048 +91-96321 30285
Ritanya.abida@gmail.com

Summary

Smart & Hardworking Individual with an Education in Finance & with Office Management Skills looking for a Job to dedicate myself to the field which fits my personal attributes Including Dedication, Meeting Goals, Self Improvement & the Ability to follow through.

Objectives

To Secure a responsible position in account management & would like to explore my potential & sense of obligation sharing my abilities effecting mutual employee & employer growth & longevity.

Work Experience

2014-2017

Article Assistant
Rajendran & Co.,

➤ Accounting

- Preparing MIS reports.
- Maintaining Books of Accounts.
- Updating Client Data & solve their queries.
- Office Management & Client Engagement.
- Closing of books & Preparation of Financials.
- Performing Accounting entries & Reconciliation.
- Preparing Reconciliation Statements of Banks, Debtors, and Creditors.

➤ Taxation

- Computation of Tax Dues of Assessee.
- Preparation & Filing of Annual Reports & forms.
- Preparation and Filing of all type of Income Tax Returns.
- Preparation & Filing Periodic Returns VAT Return, Service Tax Returns & TDS.

➤ Auditing

- Physical Stock verification audit.
- Scrutiny Query on ledgers & balances.
- Auditing of Ledger, Cash Books, and Daybooks etc.
- Vouching & Verification of Entries & Finalization of Accounts.
- Drafting of Audit Reports of Private Limited Companies Accordance with CARO Order.
- Finalizing Tax Audit Report for the purpose of submitting tax return along with form3CA/3CB.

2012-2013

Executive- Finance & Accounting

Great Eastern Management School (GEMS)

- Remittance of Fees Collected.
- Reconciliation of Bank Statements.
- Timely clearance of invoices & bills.
- Timely Maintenance of Accounts & Registers.
- Maintaining the Financial Records & Registers.
- Filing of TDS for all the Clients & Faculties Collection.
- Calculation of Salaries for the Administration & Staff Calculation.

Education

2013 – Present

Pursuing IPCC Level
The Institute Of Chartered Accountant of India

2008 – 2011

Bachelor of Commerce
Bishop Cotton Women's Christian College
Bangalore University with passing percentage of 69%

2006 – 2008

Pre – University Course.
Bishop Cotton Women's Christian College
PU Board with Passing Percentage of 75%

2005 – 2006

Secondary School Leaving Certificate (SSLC)
Lowry Memorial School
Karnataka Secondary Examination Board Passing Percentage of 69%

Training & Certification

- Attended the 35 Hours Orientation Programme at Bangalore Branch of ICAI.
- Completed 100 Hours of the Information Technology Training Course at the Bangalore Branch of ICAI.
- Attended the 15 days General Management & Communication Skills (GMCS) Course at Bangalore Branch of ICAI.
- Completed CBA (Complete Business Accountancy Programme) With 'B+' Grade From IIJT Finance.

Achievements & Credentials

- Appreciated for Leadership Skills & Declared as Outgoing Student at all the Training Programs Held at ICAI.
- Appreciated for performance as Accounts Executive at GEMS B School.
- 1st Price Winner in E-Week Held at Bishop Cotton Women's Christian College.
- 2nd Price Winner in Folk Dance Competition for Srujana Kannada Sangha Held at Bishop Cotton Women's Christian College.
- Volunteered for Various Inter- Collegiate Fests & Competitions held at Bishop Cotton Women's Christian College.

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge.

Date:

Place: Bangalore

Ritanya Abida (Veena V)
