

SIMRANJEET KAUR

CONTACT



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OBJECTIVE

Result oriented Professional with several years of experience in Accounting , Financial analysis and Tax Audit related settings .Quick and eager learner with acute attention to detail and consistent track record of identifying process improvements to drive quality accuracy and efficiency.

SKILLS

- Tally ERP,Prime ,7.2
- MS office
- MS Excel
- All other online activities

EXPERIENCE

BPP & Co.(CA Firm)

Accounting & Finance Intern
Basic GST Compliance
Book keeping , Accountancy
Income tax Returns
TDS Returns

02/12/2018 -
28/02/2021

Satnam Associates (CA Firm)

Accounts & Tax Assistant
Reconciled Bank Accounts on regular basis.
Assisted in the preparation of monthly financial statement & reports.
Prepared Tax Returns for individuals, corporation partnership Firms, Trust etc
Created Financial statements for Filing purpose.
GST Returns
Tax Audit

01/04/2021 -
15/01/2024

PKG & Co.(CA Firm)

Accounting & Taxation
Assisted with Filing GST ,TDS, ESIC and Income tax Returns,
Accounting and other Online works
Utilised various software & tools.

24/01/2024 - till
date

EDUCATION

UOU Haldwani

LLM
First Division

2017

HNB Garhwal University

LLB
Second Division

HNB Garhwal University

B.COM
Second Division

SGNP Inter College

Intermediate
First Division

SGNP Inter College

High school

PROJECTS

Moot Court sessions at District Court of Dehradun

ACHIEVEMENTS & AWARDS

- ✓ Registered Advocate at Bar council of Uttarakhand.
- AIBE X passout.
- Practitioner Advocate at District Court off Dehradun.