**ANKITA AGARWAL Mobile No:- +919564963655**

**B.COM (H), CMA E-mail Id**: [ankitaa891@gmail.com](mailto:ankitaa891@gmail.com)

**“***A dedicated person and a quick learner”*

# CAREER ASPIRATIONS

To be a continuous learner throughout my career, utilize my skills and abilities to contribute towards the achievement of organizational objectives.

**ACADEMICS AND PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
| **Course** | **Board/Institute/University** | **Year of Passing** | **% of Marks** |
| **CMA Final** | The Institute of Cost Accountants of India | 2023 | 65% |
| **B.Com(H)** | Shri Shikshayatan College (Calcutta University) | 2017 | 59% |
| **Intermediate** | The Institute of Cost Accountants of India | 2018 | 55% |
| **Foundation** | The Institute of Cost Accountants of India | 2015 | 62% |
| **Class XII** | C.B.S.E | 2010 | 90% |
| **Class X** | C.B.S.E | 2011 | 95% |

# WORK EXPERIENCE

Worked as an Article Assistant with **Ankush Sultania &Co.** , Kolkata. **(Sept 2018 to Mar 2019)**

Involved in a management contract with a leading Hotel Operator (**Mar 2021 to Apr 2023)**

# JOB RESPONSIBILITIES

* Engaged in the filing of GST Statements and Returns.

* Preparation of Reconciliation Statements.

* Computation of Income Tax, Finalization and Filing of ITR. * Reconciling GSTR-3B with GSTR-2 and reporting thereon.

# COMPUTER SKILLS

* Completed compulsory Computer training from ICMAI, Kolkata.

* Well versed with the use of MS Word, MS Excel.

* Working knowledge of Tally ERP9.

# HOBBIES AND ACHIEVEMENTS

* Meditation & Yoga

* Reading, Baking

* Have a great enthusiasm for Ayurveda.

* Stood in the First position in the School Table Tennis Competition.

* Learning Spanish Language from an Edu-Tech Application, Duolingo.

* Held the post of School Prefect in Higher Secondary School.

# PERSONAL INFORMATION

Father’s name : Rajesh Agarwal

Date of Birth : 25th December, 1995

Languages : English, Hindi, Marwadi and Nepali