



# Tanya Sinha

Ambitious and dedicated professional, targeting assignments in **Financial Accounting, Statutory Audit & Taxation** with a growth-oriented organization with high repute in CA Firms/IT industry/MNCs, preferably in Bangalore.

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## PROFILE SUMMARY

- A focused professional with **over 6 years** of experience in Accounting
- Assisting to make **critical financial decisions** by collecting, tracking, and correcting the company's finances
- Auditing financial documents and procedures, reconciling bank statements and calculating tax payments and returns
- Maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms
- Presenting a fair view of the financial position of the company by way of timely preparation of annual reports; analyzing the expenditure on a monthly basis to control expenses
- Engaged in the preparation and maintenance of P&L Account and Balance Sheet
- Working with large amounts of numerical data, managing multiple tasks with deadlines, and providing transparent and complete reports to management
- Preparing tax plans and ensuring timely assessment and filing of direct & indirect tax returns, TDS, Income Tax, Goods & Service Tax in compliance with Statutory Tax Acts
- Creating MIS reports to provide feedback to top management on financial performance, viz. variance analysis of profit, margin % and so on
- Knowledge of financial modelling and reporting and accounting packages like Tally and SAP
- Possess excellent presentation skills with the capacity to successfully communicate complex quantitative data to decision-makers

## CORE COMPETENCIES

Finalization of Accounts

Accounts Receivable

Accounts Payable

Budgeting

Cash Management

Taxation & Auditing

Monthly Accounts Reconciliations

Accounting & Law Compliance

Financial Analysis & Reporting

MIS Reporting & Documentation

Inventory & Cost Control

## WORK EXPERIENCE

### Accounts and Tax Assistant

**Leo Tax Management Private Limited, Patna**

*Mar'21 – Apr'22*

#### Scope of Work:

Accounting, GST, Statutory Company Audit, ITR filing, Individual & Company Taxation

### Assistant Manager Finance

**Bihar Electricity Board (Rodici Consultants Private Limited), Gaya**

*May'17 – Apr'20*

#### Scope of Work:

Monitored of APL Project in GAYA Circle of South Bihar Power Project and Distribution Ltd.

### Executive Accounts

**Grandeur Pharma Private Limited, Delhi**

*Apr'15 – May'17*

#### Scope of Work:

Maintained books, Reconciliation, Book Keeping, Excise return, Service tax return and TDS Return

#### Key Result Areas:

- Summarized current financial status by collecting information; prepared balance sheet, profit and loss statement and other reports
- Prepared asset, liability & capital account entries; compiled & analyzed account information
- Collected and analyzed account information to reconcile financial discrepancies
- Managed monthly, quarterly and annual closings; reconciled accounts payable and receivable
- Computed taxes and prepared Income Tax, Excise, Goods & Service Tax and TDS returns
- Analyzed trends, costs, revenues, financial commitments and obligations incurred to predict future revenues and expenses

## SOFT SKILLS

Analytical

Communication

Multitasking

Accuracy

Time Management

Numerical Competence

## TECHNICAL SKILLS

Tally Prime Accounting Package



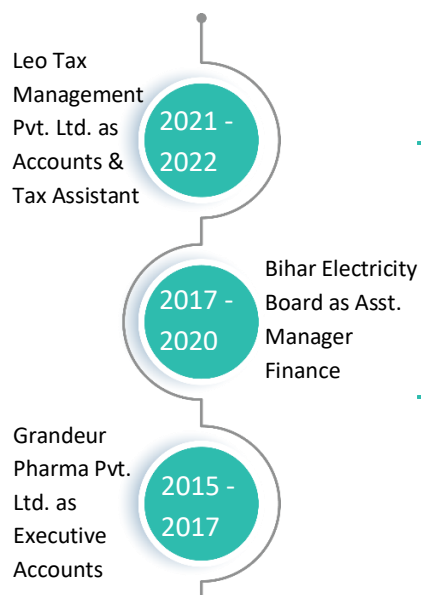
MS Office



Internet Applications



## CAREER TIMELINE



- Reported the organization's finances to management and offered suggestions about resource utilization, tax strategies and assumptions underlying budget forecasts
- Maintained relations with financial institutions, banks and other financial partners and serviced all their reporting needs
- Complied with all company, local, state and federal accounting and financial regulations

## EDUCATION

- 2011: CA (IPCC)** from Institute of Chartered Accountants of India, Patna  
**2011:** B.Com. (H) from Directorate of Distance Education, Patna, Patna University  
**2008:** 12<sup>th</sup> from DAV, Jehanabad, C.B.S.E. Board  
**2006:** 10<sup>th</sup> from Bal Vidya Niketan, Jehanabad, C.B.S.E. Board

## ARTICLESHIP

**Article Assistant**  
**M/s Singhania Agrawal & Co., Patna**  
*Feb'11 – Feb'14*

### Role:

- Performed Accounting, Internal Audit, Statutory Company Audit, ITR Filing, Taxation Of Individual as well as company, TDS filing and Statutory Bank Audit

## COURSE

- **EduPristine Course** from EduPristine, an Adtalem Global Institution in 2021

## TRAINING & PROGRAMME

- Attended Orientation Programme at ICAI, 2010
- ITT Training at ICAI, 2010

## PERSONAL DETAILS

Address : Ground Floor # 47, Lakhmi Nilaya, 3rd Main, Maruthi Layout Bengaluru, Karnataka-560029  
Date of Birth : 8<sup>th</sup> March 1991  
Languages Known : Hindi & English