

BIODATA

Neha Verma



PROFILE

Post Applied For : Senior Accounts Executive

Career Objective : To take up an accounts role in a growing company where my GST, Tally and reconciliation experience is put to full use.

Total Experience : 4 years

PERSONAL DETAILS

Date of Birth : 12 March 1997

Gender : Female

Father's Name : Sh. Suresh Verma

Mother's Name : Smt. Kavita Verma

Marital Status : Never Married

Nationality : Indian

Languages Known : Hindi, English

Hobbies : Reading, badminton

CONTACT DETAILS

Contact Number : +91 90000 XXXXX

Email ID : neha.verma@example.com

Residential Address : 45, Arera Colony, Bhopal, Madhya Pradesh 462016

EDUCATIONAL QUALIFICATION

10th (SSC) : MP Board, 2012 — 84%

12th (HSC) : MP Board (Commerce), 2014 — 79%

Graduation : B.Com, Barkatullah University, Bhopal, 2017 — 71%

Post-graduation : M.Com, Barkatullah University, 2019 — 68%

Certifications : Tally Prime with GST (2019), MS Excel Advanced

WORK EXPERIENCE

Current Employer : Sharma & Associates, Chartered Accountants, Bhopal

Designation : Accounts Executive

Duration : June 2021 – present

Key Responsibilities : GST returns, TDS filing, bank reconciliation, monthly MIS for 30 clients

Previous Employer : Ratan Traders, Bhopal — Junior Accountant (2019–2021)

SKILLS

Key Skills : GST filing, TDS, bank reconciliation, ledger scrutiny

Computer Knowledge : Tally Prime, MS Excel (VLOOKUP, pivot tables), MS Word

DECLARATION

Statement : I hereby declare that the information given above is true to the best of my knowledge and belief.

Place : Bhopal

Date : 18 September 2026