

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