

# BHUMIKA CHOUDHURY

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## PROFESSIONAL PROFILE

A Highly motivated and detail-oriented accounting professional with one year of experience. Possess strong skills in recording accurate financial data, maintaining meticulous records, and preparing and analyzing financial reports to make informed future projections. Skilled in preparing and filing tax returns for both individuals and businesses. To further develop my skillset and expand my knowledge base in accounting and finance, I recently completed a course in **SAP-FICO**. Additionally, I am currently pursuing my **CPA US Certification**, demonstrating my commitment to continuous learning. I possess a proven ability to adapt to demanding work environments and adjust quickly to shifting schedules. A dynamic, initiative-taking individual seeking rewarding employment opportunities to leverage my skills and contribute to the growth of myself and the organization.

## EDUCATION

Bachelor of Commerce Mumbai University | April 2024

## EMPLOYMENT HISTORY

### Accounts Executive.

HP & Associates LLP, Chartered Accountants

Thane, India | April 2023 – Present.

- Maintaining the books of accounts for various clients up to date from statutory audit perspective.
- Filing **GST Returns** within and preparing monthly **MIS Reports** for clients within prescribed deadlines.
- Handled **Income Tax returns** for salaried as well as business clients.
- Demonstrated experience in **ROC** compliance, including filings for **AOC-4, ADT-1, MGT-7**, etc.
- Recording and analyzing the client's requirements according to nature of business.
- Prepared Provisional as well as Projected **Balance Sheet** for Loan Purpose.
- Assisting in keeping records of clients and updating it using Ms Excel, Google Sheets, Tally Prime and other windows applications.
- Answering phone calls and attending all the enquiries.
- Diary management, fixing meetings and schedules accordingly.

## PROFESSIONAL SKILLS

- Certification in SAP – FICO
- Financial Reporting
- Taxation – Income Tax & GST
- Adequate knowledge Of Accounting Software - **Tally Prime, Winman, Zoho Books**, etc.
- Proficient in MS Office (Word, **Excel**, PowerPoint) & data visualization (**Power BI, Tableau**) with programming basics (HTML, Python, JavaScript).
- Skilled in MS Excel – **VLOOKUP, SUMIFS, What- if Analysis**, etc.
- Time Management
- Problem Solving & Quick Learner
- Customer Relationship Management
- Negotiations and Conflict Resolution

## PERSONAL ATTRIBUTES

- Friendly, approachable, confident, convincing
- Results-driven, detail-oriented, organized self-starter
- Dynamic and collaborative team-player
- Dedicated to continuous learning and professional improvement.
- Proficient in English (professional) and fluent in Hindi, Marathi, and Bengali.