

Surbhi Bohra

Accounting & Administration Executive

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09829199017

Behind Gandhi School, Sukh Sagar, Dhan Niwas, Jodhpur

WORK EXPERIENCE

Accounting And Administration Executive

GREEN SPACE ACCOUNTING, Upper Marlboro, Maryland (1/2022-Present)

1. Reconcile GSA Books and maintain receipts in Quick Books and One Drive.
2. Assist with year-end tax prep and reporting as needed.
3. Attending meetings with Most Consulting Group and working closely with the marketing team to implement strategies.
4. Complete DOPE CFO TRAINING.
5. Implement and Maintain CRM System.
6. Create and Maintain Companies and Partners LinkedIn Pages and Profiles.
7. Engage with Strategic Partners and Organizations on social media to build meaningful business relationships.
8. Social Media Marketing. Research and keep up to date on legislation changes and key cases in the cannabis industry.
9. Maintain and organize companies Microsoft Office and Gmail Account.
10. Assisting partners with email management.
11. Maintain Companies Calendar of Events and Deadlines including tax, legal, insurance renewals, certifications, memberships etc.

Contact: LaKia M. Bourne - 16701 Melford Blvd, Suite 400, Bowie, MD 20715

Sales Representative

WELLCARE INSURANCE COMPANY, Boston (9/2021- 11/2021)

1. Making calls to the leads provided at the beginning of the project.
2. Follow the script provided while dealing with the clients and improvise.
3. Explain to the clients about various benefits that come along after subscribing to the company's plans.
4. Frequent Follow-Up on the leads.

5. Scheduling appointments with the agents. Stay in constant contact with the agent and update them regularly in weekly zoom meetings.

Contact: Adam Dorin Baum - +1 (860) 933-1767

Q/A Board Expert Freelancer

CHEGG INDIA, India (01/2019 - 03/2020)

1. Solving assignments related to Economics and Business Studies.
2. Revising and correcting the assignments.
3. Solving students' queries related to the subject.

Cost Accounting Expert

COURSE HERO, Redwood City, California (10/2018 - 12/2018)

1. Subject Expert for Cost and Management Accounting.
2. Solving assignments related to the subject.
3. Use of KaTex Coding for laying out the solutions.
4. Revising and editing the works of other subject experts.

Administration Executive

SK AGENCIES, Jodhpur (02/2017 - 04/2018)

1. Organizing office operations and procedures.
2. Email Management and keeping the meetings on track.
3. Overseeing the maintenance of different office records.

Contact: Mr. Rakesh Bohra - 07727864740

Intern/Article

ALOK GARG & ASSOCIATES, Jodhpur (08/2011 - 08/2014)

1. ACCOUNTING: maintaining clients' accounts, preparing balance sheet reports, bill entry, filing of GST and filing of Income Tax. Verification and Vouching of Bahikhata.
2. AUDITING: internal audit of clients, management audit, hospital audit.
3. TAXATION: filing of Income Tax Returns, filing GST on Income Tax Portal, filing of TDS Returns, calculation of capital gains, providing tax consultancy, preparing submissions and replies to the notices issued by IT Department/ GST Department on clients' behalf.

4. INFORMATION TECHNOLOGY: using basic accounting software for the preparation of the Financial Statements of clients.
5. MANAGEMENT CONSULTANCY AND OTHER SERVICES: financial management and an overview of basic corporate affairs.

Contact: CA Alok Garg – 09829438444

EDUCATION

High School: Rajmata Krishna Kumari Girls' Public School, Jodhpur

Graduation Accounting Hons. JNVU

Integrated Professional Competence Course: ICAI

CS Intermediate: ICSI
