

PROFILE – MEENAKSHI CHOWDHURY

Name : Meenakshi Chowdhury

E-mail : meenakshi@amitbajaj.co.in

Academic Profile :

2001 : Certificate course in computer operation from IGNOU

2003 : B.Com

2005 : M.com

: MS-Office, Tally 8.0, Foxpro

: Currently Pursuing CA

Role & Contribution :

Monitoring :

- Statutory & Internal Audit
- Stock Audits (FMCG Companies)
- Income tax returns, preparation of TDS certificates
- Corporate law related matters

Contribution :

- Overall administration, working and efficiency of the department.
- Preparation of system & Department documentations, Master files etc.
- Looking after the recruitment Process of the Organization.
- To Plan & Undertake client and Prospects Meeting, Presentations, and further liaisoning.
- Co-ordination with various Associates, Contractors, Clients, Agencies, Industrial Bodies etc