

To secure a challenging position and contribute to the organization's growth by applying my technical skills, leveraging my abilities to their fullest extent, and utilizing my intelligence effectively.

## WORK EXPERIENCE

### Account Executive CA Haseen Khan & Co.

01/2022 - Present

MUMBAI

#### Tasks

- Proficiently filed various types of GST returns, including GSTR-1, GSTR-3B, and GSTR-9, GST working, on a regular basis.
- Ensuring Timely Reconciliation of GSTR 2A/Bank Statements.
- Maintaining GST(Sale ,Purchase) Entries in Tally ERP/Prime
- Knowledge of Billing & Invoicing Process
- Demonstrated proficiency in Income Tax filing processes for individuals and businesses, ensuring compliance with relevant tax laws and regulations.
- Maintain accurate and up-to-date financial records for clients. Managing ledger accounts , preparing financial statements such as income statements, balance sheets, cash flow statements and E- way bills on regular basis.
- Performed end-to-end financial audits for diverse clients, employing a meticulous approach to ensure adherence to accounting principles, industry standards, and regulatory requirements.

### Back Office Executive AIM Holiday PVT LTD(RBL BANK)

12/2020 - 12/2021

MUMBAI

#### Tasks

- Application Form Updates and Documentation:** Diligently updated application forms, meticulously checking operational proof, and verifying documentation, including KYC details and other supporting documents for accuracy and completeness.

## EDUCATION

### B.Com

Nirmal Degree College of Commerce

04/2022

Mumbai

### HSC

Prahladrai Dalmia Lions College

07/2018

MUMBAI

### SSC

L.P Jagdale Guruji Vidyalay

03/2016

## SKILLS

Basic Computer Knowledge

MS-CIT

Advance Tally ERP/ Tally Prime

MS Office

## LANGUAGES

Marathi

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

English

Full Professional Proficiency

## INTERESTS

Dancing

Wanderlust