

DHYANI THAKKAR

ACCOUNT MANAGER

EXPERIENCE

FILRX Pvt.LTD

(Jan 2023 to Till Now) - INDIA

ACCOUNT MANAGER

- Serve as the lead point of contact for all customer account management matters.
- Build and maintain strong, long-lasting client relationships.
- Negotiate contracts and close agreements to maximize profits.
- Develop trusted advisor relationships with key accounts, customer stakeholders and executive sponsors
- GST Returns (GSTR-1 & GSTR-3B)
- TCS Filling & Payment.
- Processed payroll entry and employee pay adjustments.
- Prepared Balance Sheets and PL Reports.

K.J GHADHI ASSOCIATES Pvt. Ltd

(March 2021 to Dec 2022) - INDIA

SENIOR ACCOUNTANT

- Prepare final Balance-sheet and P & L Report.
- File Income tax Returns.
- Generating TDS reports on monthly basis.
- File TDS Return (24Q,26Q,27EQ and 27Q).
- File Income Tax return for Individual,HUF.
- File Annual Return (GSTR-9 and GSTR-9C).
- Auditing of Client maintain data and ledger analysis.
- Adjustments and reallocation journal entries at the year end.
- Follow-up for the reports and query sent to the client.
- Finalization of client's accounts.
- Gst Reconciliation.
- Knowledge for Export & Refund.

VIDHYA ACCOUNT SERVICES Pvt. Ltd

(Oct 2018 to Feb 2021) - INDIA

ASSISTANT ACCOUNTANT

- Responsible for the maintaining bank books regularly and its reconciliation.
- Assist in Finalization of Books of Accounts.
- Bank reconciliation (Current account, Cash Credit A/c. and Loan Account) and ledger analysis.
- Scrutinize the lease agreement contracts for the above mention site.
- Scrutinize the Expense Ledger.
- Coordinating with CA for auditing queries.
- Make the TDS report.
- Finalization of accounts.



About Me

To work with a progressive or organization involved in commerce in which. I can contribute my skills and expertise to enhance my own productivity at the same achieving the organizational objectives with the attribute of time, quality and discipline.

+91 97279 19950

dhyanithakkar6@gmail.com

Isanpur , INDIA-382443

LANGUAGE

- **ENGLISH**
- **HINDI**
- **GUJARATI**

EXPERTISE

- Team Work
- Time Management
- Leadership
- MS Office
- MS Excel
- Tally ERP 9 & Tally Prime

PERSONAL DETAIL

DATE OF BIRTH : 08-09-2000
STATUS : Single
NATIONALITY : Indian
GENDER : Female

EDUCATION

UNIVERSITY OF GUJRAT
B.COM - INDIA (GUJARAT)