

# CURRICULUM-VITAE

**Urvi Bhavesh Vora**

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Chandkheda

Ahmedabad.

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## Summery

- Resourceful Accounts Assistant knowledgeable in Tally, MS Excel, PowerPoint. Meticulous multi-tasker brings 4.6 years of experience handling bookkeeping activities and correcting accounting errors. Skilled at analysing complex situations and finding unorthodox solutions to challenging problems
- Right now Conduction online Tax planner course from TCS and one more accounting course on weekly basis to improve my Knowledge.
- Managed entire accounting cycle, including gathering information, preparing documents, finalizing reports and closing books.

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## **Hi-Tech Elastomers Ltd. place)**

### **HR Accountant and Tax Assistant(current work)**

- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Proactively researched technical tax issues related to consulting projects.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- **Payroll management:**
- Submitted reports on payroll activities.
- Verified and submitted timekeeping information for accurate and efficient payroll processing.
- ITR Return of staff and personal also.
- Performed calculations in overtime, vacation and sick hours to provide accurate data to payroll processing database.
- Managed payroll data entry and processing for employees to comply with predetermined company guidelines.
- **Tax Assistance:**
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Evaluated employee expense reports and verified accuracy.
- Communicated with suppliers to reconcile invoice payments.
- Balanced reports to submit for approval and verification.
- Completed financial reports to inform managers and stakeholders.
- GST reconciliation, E-filing, and GST mismatch Predations Monthly.
- Tax Credit Compliance and Tax Saver compliance

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## **IB Infrastructure (p).Ltd. place)**

### **HR Accountant and Tax Assistant**

- Managed entire accounting cycle, including gathering information, preparing documents, finalizing reports and closing books.
- Created budgets and forecasts for management group to meet regular accounting deadlines.
- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Proactively researched technical tax issues related to consulting projects.
- Maintained up-to-date knowledge on permits, certificates and documents mandatory for government departments.
- **Payroll management:**
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## **Patel and Shah Association      Account Assistant (March 2016- Sep -2018)**

- Organized budget documentation and tracked expenses to maintain tight business controls.
- Interacted with clients and obtained cost and budget information to draft and manage accounts.
- Analysed account information and reconciled financial discrepancies to maintain records integrity and compliance.
- Maintained strict client confidentiality in personal, telephone and email interactions to comply with present standards and regulations.
- **Reviewed and analysed client data and accurately prepared income tax returns and tax research.**
- **Helped individuals build legacies through estate and gift tax planning, charitable giving and philanthropy services.**
- **Consulted with clients to assess and mitigate future tax liabilities and determine eligibility for tax abatement.**
- **Assisted businesses with provisions, international tax issues, multi-state issues and mergers and acquisitions to comply with tax regulations and reduce audits.**
- **Facilitated communication between clients and tax authorities.**

- Prepared wide array of returns such as corporate, fiduciary, gift, individual and private foundation returns.
- Scheduled follow-up audit appointments and prepared amended audit schedules and other supporting documents upon petition for re-determination or other appeal.
- Processed and adjusted tax forms by entering data into computer system and comparing with tax assessment data and data from previous year.
- Communicated with and assisted taxpayers or representatives regarding filing tax declarations, audits process, audit findings, explaining application of tax laws and regulations.

## **Medichi Bio Care**

**Account Executive (March 2015 - Feb 2016)**

- Provided clerical support to all accounting professionals in department.
- Answered phone calls regarding financial matters such as payments due.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Set up and improved accounting systems and processes to meet business needs and maximize operational success.
- Used spreadsheets to track information and produce charts.
- Organized office systems to maximize efficiency and completeness of records.
- Typed up professional business correspondence, emails and official documents.
- Helped prepare month-end, quarterly and year-end closings.
- Communicated with suppliers to reconcile invoice payments.
- Work on company's own software and Tally Erp.

## **Vanila Home Interiror**

**Accountant (June 2014 to Feb 2015)**

- Approached browsing customers to initiate conversations to determine buying preferences.
- Coordinated restocking of sales floor with current merchandise and accurate signage for current promotions.
- Answered questions about store policies and addressed customer concerns.
- Helped customers complete purchases, locate items and join reward programs.
- Completed inventory counts and ordered merchandise.
- Received and processed stock into inventory management system.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Used Microsoft Word and other software tools to create documents and other communications.
- Worked to maintain outstanding attendance record, consistently arriving to work ready to start immediately.

## **Education**

1. Master of Commerce from Gujarat University in 2017 with 1<sup>st</sup> class.
2. Bachler of commerce from Gujarat University in 2015 with 1<sup>st</sup> class.
3. SSC from GSEB in 2012 with distinction.
4. HSC from GSEB in 2010 with Distinction.

## **Other course Details**

- Passed CA CPT and Intern CA first Group.

## **COMPUTER SKILL**

- Expertise in MS Word, Excel, tally, access any accounting software and Internet.

## **Languages**

English- Good Command, Hindi- excellent, Gujarati – Native Language

## **Other Information:**

**I Have little Gape in my Career Due to Maternity but I was Deal with some of my Client from Patel and Shah Association by Home in that Meternity Period.**