



## **KASIMABBAS PALSANIYA**

### **Accountant**

Contact no: +91 74908 80090

E-mail: palsaniyakasim@gmail.com

### **Skills :**

- Great communication skills
- Familiar with Microsoft office (excel, word, PowerPoint)
- Familiar with tally ERP9 and prime
- Time management
- Quick decision making

### **Languages :**

- Hindi : proficient
- English : Intermediate

### **Hobbies :**

- Playing cricket and chess
- Running and tracking

### **Career objective :**

Dedicated professional with a track record of delivering exceptional results. Seeking a position in a financial institute/firm to apply my expertise and skills, and contribute to the achievement of strategic and professional goal.

### **Experience :**

**Firm name :** Aniket Darshan & Associates, Ahmedabad

**Designation :** Assistant Accountant

**Job duration :** August 2021 to April 2023

**Job description :**

- Maintaining daily basis accounting entries.
- Make records of purchase and issue payment advise.
- Bank reconciliation.(weekly)
- Prepare monthly rent and CAM bills of tenants
- Prepare and fillings of income tax returns.
- Prepare and filling of TDS returns .
- Prepare and filling of GST returns.
- Advance tax calculations and payments.

### **Educational qualifications :**

#### **1. Bachelors of commerce (accounting)**

From haji D.V aghariya Jafari arts & commerce collage

**Passed with first class in 2019**

#### **2. HSC boards**

From haji h.I kadiwala higher secondary jafari school in  
**2016**

#### **3. SSC boards**

From shah hiralal joitaram high school in **2014**