

## PUNITA PATEL

punitap24@gmail.com || [linkedin.com/in/punita-patel-1abaab73](https://www.linkedin.com/in/punita-patel-1abaab73) || +91-987-047-1235 || Goregaon, Mumbai

### CAREER OBJECTIVE

- To pursue a dynamic and challenging career with an organization of repute, and integration of my own goals with the Organization's, so as to become a catalyst in each other's growth.
- To do every Professional activity that should have a value addition and to deliver above expectations by adopting methodical approach for work assigned.

### EDUCATION

Institute of Chartered Accountant of India	54.13% (May 2019)
<b>Chartered Accountant</b>	
University of Mumbai	Second class (2020)
<b>Master of Commerce</b>	
University of Mumbai	79.50% (2011)
<b>Bachelors of Commerce (Accounting and Finance)</b>	

### TECHNICAL SKILLS

**Programming skills:** Xero (UK Accounting Software), Tally Prime, ERP System(Microsoft Dynamics NAV), Advanced MS Office, Taxpro (Income tax & Tax Audit), Web GST (GST) and Easy Auto (Excel to Tally)

**Tax filing Portals:** Income Tax e-filing portal, GST portal, ACES portal, M-VAT portal And MCA21 portal.

**E-filing:** Income tax, TDS, Service tax, Profession tax, VAT and CST, Form 15CA and 15CB, GST- GSTR-3B, GSTR - 1, GSTR9 and GSTR 9A.

### PROFESSIONAL EXPERIENCE

**Accounts Officer, R2R in Finance and Accounts, MantraWork Pvt Ltd, Andheri** June 2021-Till date

- Preparing Monthly Management accounts (Finalization of Accounts, Balance sheet, Profit and Loss accounts and Cash flow statement) of Various Companies.
- Resolving Auditors queries.
- All AP and AR related work of Client.
- Preparing VAT return.
- All Statutory Compliance of Mantrawork Pvt Ltd. Like GST return, TDS return, Advance tax, Statutory Audit, MCA Compliance etc.

**Accounts Manager, ANA Realty, Worli** Feb 2020-March 2020

- Cleared Back log of Tally Data from 2011 to till date of 13 Entities.
- Prepared GST Returns for monthly and GST Reconciliation (After getting OC) from July 2017 to March 2020.
- Prepared TDS Return and complied with all the statutory compliance.
- Prepared and analyzed MIS report and Financial Reports on monthly basis.

**Senior Assistant, R.G. Menon & Co, Kandivali** Mar 2017- Jan 2020

- Independently managing finalization of Financial Statement and Notes to Accounts in accordance with Schedule III of Companies Act, 2013
- Prepared GST Returns like GSTR 1, GSTR 3B.
- Reconciliation of Purchase with GSTR 2A.
- GST Audit GSTR 9A and GST Annual Return GSTR 9

- Prepared computation of income and Income tax returns for various types of assesses including companies, LLP, Firms, Trust, HUFs and Individuals.
- Analyzing all accounting and clients databases are updated and functioning properly.
- Handled the direct and indirect tax queries of corporate and non-corporate clients related to policy matter for ensuring steady compliance with provision of law.
- Filled in Form 15CA & 15CB of corporate non-corporate clients for payment to Non-residents.
- Accurately computed TDS Liability and filled TDS return.
- Computed VAT liability and Filed VAT returns for clients, including full reconciliation of ledger and reasonable for asstesting and resolving sundry VAT issues for clients.
- Computed service tax liability including reverse charge and filed service tax return, made full reconciliation of ST-3 and Income tax working.
- Assisted in representations before departmental authorities.
- Prepared and analysis Projection Repot of Last 5 Years.
- Prepared and analyzed detailed financial report which includes Balance Sheet, Profit & Loss, Trial Balance, and Cash Flow Statement.
- Reviewed, assessed and recommended changes in accounting system and controls of a business unit.
- Carried inventory valuation and fixed assets analysis.
- Scrutinizing expenses to distinguish its nature between Capital and Revenue.
- Performed bank reconciliation for small businesses.
- Verified accounting books and records are in conformity with industry practices and corporate policies.
- Audited payroll structure, payment structure, full and final settlements, Employees Income Tax Calculation thereof.
- Verified receivables and payable ledgers and general ledger and ensure accounting accuracy.
- Statutory Audit and Tax Audit of Various Private limited Companies, LLP, Firm and Individuals engaged in Manufacturing, Trading, Import and Export, Dealing in Medical Equipment, Advertisement, Money Transfer, Event Management, Construction business and other service providers.

## **PROFILE**

Personality: Determined, quick learner, Positive attitude, Enthusiastic, Strong Analytical and Problem Solving skills.

Languages: English, Hindi and Gujart

