

SIDDHANT HUMANE

ACCOUNT ASSISTANT

SUMMARY

Experienced with maintaining accurate financial records and assisting in account reconciliations. Utilizes strong organizational skills to streamline accounting processes and improve accuracy. Knowledge of accounting software and other accounting principles, with focus on teamwork and adaptability.

WORK EXPERIENCE

S.R. REGE & COMPANY (Chartered Accountants)

Dadar, Mumbai – 11/2022- Current

Work History:

- Maintaining Book on daily basis.
- Independently handle Accounting & Finalization of Individuals, HUF, Firm, Company, etc.
- Preparation & filing of GST returns on monthly basis along with the working of GSTR-1& GSTR-3B.
- Preparation & filing of TDS Returns on quarterly basis.
- Preparation of the statement of TDS deduction on billing or payment whichever is earlier & make the Payment on monthly basis.
- Preparation of Bank Reconciliation on monthly basis.
- Filing Income Tax Returns of Individuals, HUF, Firm, Company, etc.
- Preparation of Form 15CB and Form 15CA

Skills:

- Account maintenance
- Bank reconciliation
- Invoice processing
- Proficient in Winman and Tally Prime
- Customer relations
- Journal entries
- Tax compliance
- Month-end closing
- General ledger entries
- Auditing procedures

PERSONAL DETAILS

- siddhant26h@gmail.com
- Marital Status – Unmarried
- DOB – 2nd June, 2001
- 9422080856
- Mumbai, India – 400004

LANGUAGES

- Hindi
Intermediate: speaking, reading & writing
- Marathi
Advance: speaking, reading & writing
- English
Intermediate: speaking, reading
Basic: writing

HOBBIES

- Travelling and Exploring the Naturistic Places.
- Love to participate in sports such as Cricket and Swimming.

EDUCATION

Bachelor of Commerce

- Patpanhale Senior College of Arts And Commerce
2021-2022

CERTIFICATIONS

- Certification Tally ERP 9 from Wings Academy, Thane in year 2022.
- Maharashtra State Certificate in Information and Technology in year 2022