

## EXPERIENCE

01.09.2022  
 - Till

### Vidinthelaw Consultant Private limited ( CA Firm )

Account Associate

- Handling all books of accounts of Private Limited in tally prime up to finalization
- Bank Recociliation
- Ledger scrutiny of receivable & payable
- Preparation & Calculation of TDS details
- Preparation & Calculation of GST details, Payment & Return Filing
- Preparation & Finalization of Balance sheet & Profit and loss accounts
- Preparation of Filing of Income Tax Returns for Individuals, HUF, LLP and Private Limited
- Preparation & Filling of Tax audit financial
- Generation of UDIN for Income tax & Audit Compliance
- Upload & Filling of ROC form (AOC-4)

01.03.2022

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### KGK Diamond India Private limited

Accounts Executive

31.08.2022

- Recording the Expense related transition in Excel and DIS & Nivid there accounting software
- Handling all utility bills
- Ledger Reconciliation of receivable & payable
- Brokerage on sales TDS working
- All Service Bills TDS working

01/04/2018

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### Pet Plastic Limited

Accounts Executive

27.02.2022

- Handling all books of accounts of Individual, HUF, Private Limited & LLP firm in tally prime up to finalization
- Bank Recociliation
- Ledger scrutiny of receivable & payable
- Preparation & Calculation of TDS details, Payment Filing of Return.
- Preparation & Calculation of PF & ESIC details, Payment & Return Filling
- Preparation & Calculation of GST details, Payment & Return Filing GST Audit
- Preparation & Finalization of Balance sheet & Profit and loss accounts
- Vouching and Verification of Books of Accounts
- Preparation of Filing of Income Tax Returns for Individuals, HUF, LLP and Private Limited

01/02/2015

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### SS Tax Consultant

Accountant Assistant

27/02/2018

- Handling all books of accounts of Individual, HUF, Private Limited & LLP firm in tally up to finalization
- Bank Recociliation
- Ledger scrutiny of receivable & payable
- Preparation of TDS details
- Preparation & Finalization of Balance sheet & Profit and loss accounts

## EDUCATION

2017

### Mumbai University

B.Com  
 67.42%

2014

### Maharashtra state Board

HSC  
 57.23%

2012

### Maharashtra State Board

SSC  
 63.82%

## SKILLS

- MS Office
- Tally
- Tally prime
- Zoho books
- Quick books
- Winmen and Senses Software
- Excel

## LANGUAGES

- English
- Hindi
- Marathi

## INTERESTS

- Cricket
- Sketch

## OBJECTIVE

To employ my knowledge and experience of detail oriented accounting with the intention of securing a professional career in a company which will allow utilization of my problem solving skills, and advanced understanding of accounts, also looking for challenging opportunities to enhance my knowledge, skill and expertise, which will lead growth for me as individual and also benefit for the company.