

## POORNIMA C MISHRA

2A/202, Ahimsa dham building, link road, Opp Jain surbhi hotel, Malad West, Mumbai – 400 064.

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### PROFESSIONAL SUMMARY

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Chartered Accountant Student with experience of more than 4 years in articleship of Direct and Indirect Tax basically in Accounting, Auditing and Taxation

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### OBJECTIVE

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To be engaged in a reputable work in a dynamic organization which stimulates competition, offers opportunity for growth and enriches experience and vision and contribute in the wealth creation and quality growth of the organization.

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### PROFESSIONAL EXPERIENCE

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K V SHAH & CO - Mumbai (January '15– March 18) (Article Assistant)  
INDRA PETROLEUM- Mumbai (April '18- Till Date) (Head Accountant)

- Tax Audit - Auditing & analyzing the client's tax liabilities under the Indian taxation regime, Drafting audit report under the applicable provision of the Indian Income Tax Act, 1961.
- Domestic Taxation - Computation & filing of income tax returns for Individuals & Corporate, Estimation of Advance Tax, Service Tax returns and calculation, Calculation of TDS and filing of TDS Returns - Original and Revised Returns, filing of MVAT Returns including Audit Report in Form 704, Computation of GST, Filing of GST Return.
- Accounting - Compilation of accounts for Individuals & Corporate, Preparation of financial statements from books of accounts.

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### PROFESSIONAL AND ACADEMIC CREDENTIALS

Degree	Institute	Year	Marks Obtained
CA IPCC	The Institute of Chartered Accountants of India	Nov, 2016	53%

Class	College/School	Year	Marks Obtained
Bachelor of Commerce	Smt K G Mittal College	March, 2014	80%
Higher Secondary	Durgadevi Saraf Junior College	March, 2012	50%
Secondary	Sarvodaya Balaika Vidyalaya	March, 2010	50%

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### COMPUTER PROFICIENCY

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- Comfortable with special purpose packages e.g Tally and Compuoffice
  - Expertise with Microsoft Office Professional, including Word, Excel, Power-Point.
  - Completed the Information Technology Training of 100 hours conducted by ICAI.
  - Good commands on Tally and Internet.
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### PERSONAL STRENGHTS

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- Motivating and capable in the time management and meeting deadlines.
  - Able to work independently and as a part of a team also.
  - Able to handle stresses.
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### PERSONAL INFORMATION

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Date of Birth : March 08, 1993  
 Nationality : Indian  
 Marital Status : Single  
 Languages known : English, Hindi, Marathi  
 Interests : Music and Travelling