

AKASH BHAVSAR

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18, Baneshwari Apartments, Sardar Chowk, Isanpur, Ahmedabad-382443

OBJECTIVE

Seeking a challenging professional career in the field of Taxation, Audit and Finance. I would prefer to work for organization that offers me a learning opportunity and a focused approach to get a specialized knowledge and expertise in core areas.

PROFESSIONAL & ACADEMIC CREDENTIAL

Qualification	Institution	Year of Passing	Percentage
B.COM	GUJ UNI	Running	Last Semester
JCHNE+CLOUD	JETKING	2017	GRADE-A
HSC	GS&HSEB	2016	71.60
SSC	GS&HSEB	2014	72.00

WORK EXPERIENCE

Kunal Jain & Associates

(C.A. Firm- Ahmedabad)

Executive Assistant

(From 01/06/2018 till Present)

Function	Areas Covered
Accounting	<ul style="list-style-type: none">• Compilation and Finalization of Accounts, preparation of Financial Statements of Individuals, HUFs, Partnership Firms, Charitable Trusts & Companies• Bank Reconciliation• Reconciliation of accounts
Taxation & Others	<ul style="list-style-type: none">• Preparation & filing of Income Tax Returns under Income Tax of different companies, partnership firms, individuals, HUFs.• Preparation & filing of Monthly & Annual GST Returns of various entities• Monthly working of TDS Payments for various clients, Filling of Quarterly TDS Return and issuance of Form 16 & 16A to the clients• Preparation & submission of details for Income Tax scrutiny details• Preparation and submission of GST Registration Application

Audit	<ul style="list-style-type: none"> • Tax Audit under Section 44AB of various assesses • Company Audit • Conducting Internal Audit of Various Companies • GST Audit
ROC Compliance & Other	<ul style="list-style-type: none"> • Preparation & Filling of forms for company incorporation. • Filling of DIN-3 KYC Form • MSME Registrations • Preparation and submission of Trademark application • Monthly preparation of Stock Statement for bank submission

Cream crust Food Products

Designation: Cashier (From 15/03/2016 to 27/05/2018)

Function	Areas Covered
Cash & Bank Management	<ul style="list-style-type: none"> • Daily vendor payment and entries in Tally • Management of collection and deposition in Bank • Preparation of Daily Cash in & Cash out report • Reconciliation of petty cash and main cash balance • Daily physical verification of cash on hand • Banking activities, Cash deposit, cash withdrawal, RTGS, NEFT etc. • Bank Reconciliation

COMPUTER PROFICIENCY

- Proficient in MS-Excel (Expert in VLOOKUP, SUMIFS, HLOOKUP, PIVOT TABLE and many more)
- Ability to work in computerised environment having proficiency in MS Office.
- Tally ERP 9 & Expert Accounting Software.
- Working Experience of Income Tax Software & TDS software - Easy office, Genius, Tax Cloud.
- Working Experience of GST Software Clear Tax

AREAS OF INTEREST

Maintenance of Books of Accounts, Audits, GST Return Fillings, Working on Excel

SKILL SET

Hard worker, Time Management, Proactive, Target Oriented and Quick Grasping.

PERSONAL INFORMATION

Gender : Male
Marital Status : Unmarried
Languages Known : English, Hindi, and Gujarati