

Shresth Pathak

Behind SBI Market Branch Ghanta Ghar, KATNI (Madhya Pradesh)

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COST AND MANAGEMENT ACCOUNTANT (CMA) FINALIST

Dedicated CMA Finalist with expertise in Financial Analysis, Indirect Taxation, and Management Accounting. Committed to driving organizational success and growth through strategic financial management and compliance excellence.

KEY COMPETENCIES

- Proficient in GST Regulations, Tax Rates and Filing Procedure
 - Knowledgeable in Input Tax Credit, GSTR- 1, GSTR- 2A, GSTR-2B, GSTR- 3B
 - Expertise in TALLY Prime and Compu Tax Accounting
 - Skilled in Bank Reconciliation, Creditor Reconciliation, Voucher Entries
 - Proficient in MS Excel, Word, and PowerPoint
 - Highly Proactive and Self-Motivated
 - Exceptional Organizational and Time Management Skills
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PROFESSIONAL EXPERIENCE

2Q Professional and Management Services PVT.LTD.

Article Trainee

April 2023 to July 2024

- **GST, TDS, AND TCS Compliance:** Efficiently handled the filing of GST, TDS, and TCS returns, ensuring full adherence to regulatory requirements, resulting in zero compliance issues and a 100% compliance rate. Conducted regular audits and reviews of tax filings to identify and correcting discrepancies promptly, which reduce filing error by 20% and enhanced overall compliance accuracy.
 - **Data Management:** Executed meticulous research and data entry to maintain accurate financial records, enhancing operational efficiency and reducing reconciliation error by 25%, contributing to a 10% increase in departmental productivity.
 - **Financial Reporting:** Compiled and prepare comprehensive financial reports, including detailed sales and purchase invoices; enabled precise analysis and strategic decision-making, leading to a 15% increase in operational efficiency.
 - **Software Proficiency:** Utilized Tally Prime and Compu Tax software to streamline financial management and reporting processes, enhancing overall efficiency by 20%.
 - **Audit Support:** Assisted in audits by preparing reports and providing necessary support, ensuring thorough and accurate audit processes.
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EDUCATION & CERTIFICATIONS

- CMA Intermediate (Group-2) - Cleared 1st attempt, Indore Devas Chapter (ICMAI), 2023
 - CMA Intermediate (Group-1) - Cleared 1st attempt, Indore Devas Chapter (ICMAI), 2022
 - Bachelor of Commerce - Rani Durgavati Vishwavidyalaya, Jabalpur, 2022
 - CMA Foundation - Cleared 1st attempt, Indore Devas Chapter (ICMAI), 2019
 - 12th Class (CBSE BOARD) - Kendriya Vidyalaya No.1 O.F. Katni M.P, 2019
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EXTRACURRICULAR ACTIVITIES

- Among Top 10 Students of the ICMAI foundation course of Indore Devas Chapter.
- Participated in the National Kendriya Vidyalaya Hockey Tournament 2019.
- Awarded Gold Medal in the event of Regional Hockey Tournament of Kendriya Vidyalaya 2019.