

Profile Info

- 8010294096
- shivaniisalunkhe76@gmail.com
- Experience 4 Years
- Pune Maharashtra.
- 09/05/1999

Key Skills

Word

Tally ERP 9.0.

MS-CIT.

Excel

Microsoft windows

Social Links

<https://www.linkedin.com/in/shivani-salunkhe56a27633a?>

Projects

Home Loan

01 Jan 2020- 01 Feb 2020

HDFC Bank

Shivani Salunkhe

Jr. Manager (Direct Taxation)

I am a Bachelor in Management studies graduate with a strong foundation in taxation and accounting. My work experience includes an Jr. Manager (Direct Taxation) position at JVN & Co. LLP where I manage Direct Taxation. Seeking for a further opportunities to leverage my skills.

Experience

Jr. Manager (Direct Taxation)

11 Oct 2020 - Present

JVN & Co LLP

Direct Taxation/Accounts:

Preparation of Form 15CA CB for foreign remittance:

- Client Consultation & Guidance: Advised clients on the legal requirements for remittances exceeding specified limits, provided clarity on the need for Form 15CA/CB filings, and helped with the necessary documentation
- Expertise in Form 15CA/CB Filing: Managed the preparation, verification, and submission of Form 15CA and Form 15CB for clients remitting payments abroad, ensuring compliance with the Income Tax Act
- Due Diligence & Tax Calculation: Performed due diligence to verify the accuracy of remittance amounts, ensuring proper tax calculation and the appropriate filing of the forms based on the nature of payments made. Tax Filing (Form 15CA/CB), International Remittances, Compliance Management, Cross-border Taxation, Client Consultation, Tax Calculation

Preparation of TDS Monthly and TDS Returns Quarterly:

- Client Data Collection for TDS Monthly Compliance Filing: Coordinated with clients to obtain payment summaries, invoices, and other documents to ensure precise **TDS deductions** in accordance with the applicable tax slabs and sections.
- Regularly communicated with clients to ensure all data was received within the required timelines, facilitating smooth **TDS returns filing** and **challan payments**. Managed the preparation and computation of TDS on monthly transactions (such as salaries, vendor payments, contract payments, etc.) PAN Operative verification and Prepared TDS challans and submitted the payments online via the government portal.
- **Quarterly Filing:** Prepare quarterly TDS returns (Form 24Q for salary payments, Form 26Q for non-salary payments, etc.) based on the TDS deducted and deposited during the quarter. Filed TDS returns within the prescribed deadlines using the NSDL or authorized portals. Ensured timely filing to avoid penalties.

Process Associate

1 Dec 2020 - 31 July 2021

Legal Solution

- Creating e-challan for Home Loan
- Handle Documents in e- Portal and Handle process of notice of intimation.

Languages

- English
- Hindi
- Marathi

Education

BMS (Bachelor of Management Studies) 2020

DBJ college Chiplun, Mumbai
University
Grade 6.78 CGPI

12th

2017
N.S.H Kolhapur University
Grade - 60.72%

10th

2015
N.S.H Kolhapur University
Grade 69.60%