

# Akshata Rajendra Patil

Address: A block , Room no 38, Worli Police Camp, Sirpochkhanwala Road, Worli  
Mumbai-400030

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## OBJECTIVE

"To secure employment in a challenging and rewarding role where I can Utilize and extend my skills and abilities. I seek to broaden my horizons, utilizing and developing my communication, interpersonal, organizational and administrative abilities and depth of experience".

## WORK EXPERIENCE

DATE -11/2018 – TILL DATE

### 1. Samir Bhagat & Co

#### Responsibilities:

- To maintain record of client's ITR and filing Income tax return.
- Coordinate with clients for required details of GST filing.
- Making raw data of GST filing in Excel and Tally.
- Maintain data of Tally entries & Account finalization.
- Visit client's office for Audit purpose.
- GST filing & Reconciliation.
- Prepare E-Way Bill.
- TDS Working and filing TDS Return.
- Filed Form 15CA and Form 15CB
- PTRC and PTEC Working and filling.

## EDUCATION

- Masters in commerce from Mumbai University in 2020.
- Bachelors in commerce from Mumbai University in 2018.
- Passed 12th from Kirti College in 2015.
- Passed 10th from Shardashram Vidyamandir in 2013.
- CA appeared

## SKILLS

- Ability to Establish & Maintain Good Working relationship with office colleagues and get work done before the timeline.
- Excellent In Learning New Activities And Computer Knowledge.
- I am skilled with Tally ERP 9, ERP System, GST filing, MS Office & Internet operations.
- I majorly work on Tally ERP 9 & ERP System.
- I have ability to learn quick and execute it as soon as possible as per requirement.

**ADDITIONAL  
SKILLS**

Microsoft Office package: Microsoft Word, Excel,  
Internet Theory & Application,  
Advanced Excel 2010,  
Tally ERP 9, Typing English 30 WP.M.

**PERSONAL  
INFORMATION**

- **Date of Birth** : 19<sup>th</sup> July 1998.
- **Marital Status** : Single.
- **Languages Known** : English, Hindi & Marathi.
- **Nationality** : Indian
- **Sex** : Female
- **Hobbies** : Listening Music

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**DECLARATION**

I hereby declare that the information furnished above is true and correct to  
the best of my knowledge and belief

**Place: Mumbai**

**Date:**

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**(Akshata Patil.)**

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