

Name :Palavee Mihir Ved

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OBJECTIVE

To work with a company, which seeks an ambitious, and career-oriented person & a company that can provide an opportunity for growth.

OVERVIEW OF EDUCATIONAL QUALIFICATIONS

Examination	Board	Year of passing	School/College
B Com	UoP	2013	University of Pune
PGDM	Welingkar Institute	2018	University of Mumbai

WORK EXPERIENCE

- **Deputy Accounts Manager – Maitreyee IT Services Private Limited (10th July 2023 to till Date)**

Job Profile:

- a) GST Compliances includes
 1. GST Tax liability Calculation
 2. ITC Reconciliation
 3. GST Returns – GSTR 1and GSTR 3B
 4. GST Refund Applications
- b) Income Tax Compliances includes
 1. TDS Calculation Liability Calculation
 2. TDS Returns – Form 24Q and 26Q (Quarterly)
 3. TDS Corrections – for Offline as well as online filed Returns in Default.
 4. Reply to TDS Demand Notices.
 5. Annual Income Tax Audit
- c) PT Returns – Annual and PT Related compliances
- d) Accounting –

1. Recording and finalizing books of accounts for Annual Audit.
2. Prepare Monthly/Quarterly financial report includes Payment Receivables/ Payables, Inventory Report, Profit and Loss statement, Trial Balance sheet etc.

- Senior Accounts Executive-Maitreyee IT Services Private Limited (9th December 2019 to 30th June 2022)

Job Profile:

- a) GST Compliances – Calculation of GST liability and filing Returns (GSTR 1, GSTR 3B and GSTR 2B)
- b) Income Tax Compliances - TDS Compliances Includes calculation of TDS liability, Returns and online corrections of previously filed returns (24Q and 26Q)
- c) Profession Tax Compliances – Registrations, calculation of PT liability and filing of Return
- d) Accounting – Recording and finalization of books of accounts for Audit
- e) Administrative Work -
 - a. Petty Cash Management
 - b. Local Conveyance and Payments
 - c. Salary Reconciliation and Payments
 - d. Vendors Registration, Co-ordination with vendors for releasing the payment
 - e. Payment follows up and processing payments.

- Accounts Executive-CA Ramprakash and Associates (April 2019 to October 2019)

Job Profile:

- a) Accounting
- b) GST Registration and return (GSTR 3B, GSTR 1 and GSTR 9)
- c) IT Returns and compliances.

- Assistant Tax Consultant-Coriolis Corp (September 2015 to April 2017)

Worked as a Tax Executive, assisting clients with

- a) STPI/SEZ Compliances (Registration, Softex/ Gist of Contracts, IC, PC, Re-Warehousing, IUT/De-bonding procedure)
- b) DGFT Applications (FPS, MEIS, IEC application)
- c) Excise (B1 Bond, CT1 procedure)
- d) Service Tax-Registration and Returns
- e) Profession Tax compliances
- f) GST migration and registration

PERSONAL STRENGTHS

- Good grasping skills.
- Very hardworking and punctual.

COMPUTER SKILLS

- Proficient in MS Office
- Comfortable with Internet based working environment.
- Tally ERP 9

OTHER PERSONAL DETAILS

- Date of birth: 8th March 1990
- Passport No: H0698157
- Languages known: Marathi, Hindi, English.