

**Ms. SEEMA T. ISKAR**

Sr. Account Manager of Taxation

Meghavarsha Co. Op.Hsg. Soc.,

Bhandup, Mumbai – 400 078.

Mo No: 9619277509

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**OBJECTIVE**

- Intend to build a career in the field of Account with committed & dedicated people which will help me to explore my capabilities & Enhance my knowledge & skill & thereby, my performance willing to work as a key player in challenging & creative environment.
- To make a contribution by the experience that I gain and implement it.

**PERSONAL STRENGTHS**

- Highly self motivated, ambitious, energetic and dedicated in providing high standard of services.
- Strong commitment to execute the job in hand, dedicated to work, trustworthy, willing to accept new challenges.
- Enthusiastic, Flexible and good team player.

**EDUCATIONAL DETAILS**

- PGDFM – From Mumbai University.
- M.Com - From Mumbai University.
- B.Com - From Mumbai University.
- H.S.C - Board (MAHARASHTRA)
- S.S.C - Board (MAHARASHTRA)

**Professional Qualifications**

- Advance Diploma In Software Management from Cat Education Ins. Pvt. Ltd.
- Typing speed 30 W.P.M.
- MS – CIT Completed with 84%.

**Computer skills:**

- Operating System : Windows 2011/2010/2007/2000/98/XP.
- Graphical User Interface : Ms-Excel.
- Tally : Tally7.2, Tally9.0, Tally ERP 9.0.
- Working on SAP Programmer.

## JOB DETAILS

**Total: approx. = 19 Year**

- Presently working with “**Milan Road Buildtech LLP**” as a ‘**Sr. Account Manager of Taxation**’ since May'2022. The firm is mainly engaged in road construction and canal/irrigation work for the government Departments
- Worked with “**Gold Coin Fashions**” as an ‘**Senior Account Manager**’ since June' 2017 up to May'2022. It's one of famous Manufacture company of Garment line.
- Worked with “**M M Poonjiiji Spices Limited**” as an ‘**Assistant Account Manager**’ since April' 2014 up to March'2017. It's a public unlisted company. Its majorly in Manufacturing (Food stuffs) business.
- Worked with “**Bounce Enterprises Pvt. Ltd. & Far – East Promotions Pvt. Ltd.**” as an ‘**Sr. Account Executive**’ since August' 2010 up to March'2014. It's private company.
- Worked with “**P. M. Kathariya & Co.**” listed under C A F i r m as an ‘**Sr. Account ant**’ at Fort from February' 2010 to August' 2010.
- Worked with “**Swagat Home Service Pvt. Ltd. & Patel Construction Co**” (Group of Sister Company) as an ‘**Senior Accountant**’ since 2007 to 2009. It's a construction Company.
- Worked with “**Cat Education Pvt Ltd**” listed under computer Training Institutes as an ‘**Account Assistant**’ at Bhandup from 2006 to 2007.
- Worked with “**M/s. Om Ganesh Class.**” Class as an ‘**Account Assistant**’ at Bhandup From 2005 to 2006.
- Worked with “**Celectronics India Pvt. Ltd.**” Company as an ‘**Office Assistant**’ at Andheri from 2004 to 2005.

## JOB RESPONSIBILITIES

- ✓ Ensure accurate and timely recording of financial transactions in the company's books of account
- ✓ Analyze and interpret financial information to make recommendations to management.
- ✓ Prepare monthly Profit and Loss statements and provide financial insights to managements.
- ✓ Develop and implement financial policies and procedures to ensure compliance with laws and regulation.
- ✓ Deduction & Submission of Quarterly Return of TDS, TCS
- ✓ Co-ordinating with consultant for closure of appeals, hearings, notice etc.
- ✓ Handing statutory and internal as well as department audit and assessments.

- ✓ Preparing Data for filing of Income Tax Return, Tax Audit Report
- ✓ Ensuring timely compliances of GST including all returns i.e., GSTR 1, GSTR 3B
- ✓ Preparation of data for filing of GSTR 9 annual return and GSTR 9C reconciliation statement.
- ✓ Maintaining the company's general ledger and subsidiary ledger accounts, including posting and preparing opening, adjusting, and closing journal entries.
- ✓ Preparing financial statements including income statement, balance sheet, and profit and loss a/c
- ✓ Performing bank reconciliations, performing account reconciliations between the general ledger and subsidiary ledger, account reconciliations between the general ledger and financial statements
- ✓ Handling Statutory Audit, Internal Audit, other audits as applicable
- ✓ Reconciliation of TDS, TCS, 26AS & AIS and TIS
- ✓ Proper monitoring of GST credit and its reconciliation with GSTR2B / 2A on monthly basis.
- ✓ Handling income tax matter like TDS Appeal, Scrutiny case & Assessment case
- ✓ Monitoring of amendment in GST provision on regular basis and communicating relevant amendments to the partners and its overall impact to the organization.
- ✓ Handling of GST assessments / Audits / notices of GST Department.

<b>PERSONAL DETAILS</b>
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Father's Name	: Mr. Tukaram Iskar.
Date of Birth	: 26 <sup>th</sup> February, 1985.
Place of Birth	: Maharashtra, India
Sex	: Female
Marital Status	: Unmarried
Religion	: Hindu
Nationality	: Indian
Languages known	: English, Hindi, Marathi,
Hobbies	: Making Friends, Writing, Reading, Watching TV.

**DATE :**

**PLACE:** Mumbai

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