

Kanchan P. Zunjarrao

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PROFILE SUMMARY

Accounts executive with 6+ years of experience in accounting. Effectively maintaining accurate accounting information for large/Mid- scale financial organizations. To work with an organization provides me the opportunity to improve my skills and knowledge.

EDUCATIONAL BACKGROUND

- Masters in commerce (M. Com) from Mumbai University in 2022 with 68 %
- Bachelors in commerce (B. Com) from Mumbai University in 2017 with 75%
- HSC from Maharashtra State Board in 2014 with 78%
- SSC from Maharashtra State Board in 2012 with 83%

WORK EXPERIENCE

1. NPCC ENGINEERING PVT LTD- Working as F & A Executive from Feb 23 to till date.

GST/TDS:

- Preparing Monthly GST Returns-GSTR-1 & GSTR-3B.
- Reconciliation of GSTR-2B with Books on Monthly basis.
- Follow up with counter parties on GST Credit.
- Assisting in filing Refund of ITC on Export of Goods & Services without Payment of Tax.
- E-Invoicing under GST through offline Utility.
- Monthly TDS working with Preparation of Challans & Payments.
- Assisting Correction/Revision of TDS return through traces/Software.
- Requesting/Issuing TDS Certificates.

AUDIT WORK:

- Co-ordination with auditors for finalization of Accounts & timely completion of Audit.
- Preparing grouping & annexure related to Tax audit.
- Preparation of Tax Audit Schedule -Clause 44.
- Maintaining Fixed Asset Register & Calculation of depreciation as per IT Act.

ACCOUNTING/OTHER WORK:

- Purchase/Sales Invoice Recording.
- Maintaining Records of Vouchers & Payments.
- Reconcile vendor Ledger to ensure accuracy.
- Assisting Senior accountants in preparation of Monthly MIS reporting.
- Maintaining data for ROC compliances.
- Working Knowledge of process of Finalization Books of Accounts.

2. DEEPAK N SHAH & CO-Working as Accountant cum Admin Assistant from Dec 19 to Feb 23.

GST/TDS:

- Obtaining GST Registration for Sole Proprietor & Partnership Firm/LLP.
- Filing/ Reconciliation of GST Returns- GSTR 1, GSTR 3B.
- Application of Letter of Undertaking (LUT).
- Preparing/Filling of periodical TDS & TCS Returns of Companies/Firms.

ACCOUNTING:

- Accounting of Shares, MF, Foreign Asset & Investment.
- Data Entry–Bank statement, General expenses, Inventory, Petty Cash.
- Basic Knowledge of process of Finalization Books of Accounts.
- Dividend reconciliation with AIS/TIS.
- Reconciliation of 26AS with books.
- Petty Cash Entries.

AUDIT WORK:

- Statutory Audit of Punjab National Bank for 3 Year.
- Work performed during audit - Vouching, verification, reconciliations, checking compliances with the Income Tax Act and Companies Law, Short Annexure of LFAR etc.

INCOME TAX/ COMPLIANCES FILING:

- Income Tax return filing –Individual & NRI.
- Schedule related IT/TAR for Disclosure of Foreign Assets & Income.
- Filing of ROC Annual Returns -Form-11, Form 8, MGT-7, AOC-4
- Working Knowledge of Company Tax Audit & Form 3CA/3CD.

3. S C PASI & CO- Working as Junior Accountant from Aug 17 to Dec 19.**GST/TDS:**

- Preparation of GST Returns and filing of GSTR-1 & GSTR-3B.
- Reconciliation of GSTR-2A on a periodic basis with books.
- GST Refund working for Zero Rated Supply with payment.
- Follow up with counter parties on GST Credit.

ACCOUNTING:

- Data Entry of Sale, purchase, Bank statement & Petty Cash.
- Working Knowledge of Generation of E-Way Bill.
- Maintaining Books of Accounts up to finalization.

OTHER COMPLIANCES:

- Filing of Income Tax Returns of individuals u/s. 139(1).
- Making Payments through Various modes like NEFT, RTGS, Cheque etc. & keeping track.

KEY SKILLS

- Knowledge of Tally ERP, Tally Prime
- Taxbase Software-Winman-TDS & Winman-Income Tax
- MS Excel, Word

PERSONAL INFORMATION

DOB	28 Aug,1997
Gender	Female
Marital Status	Unmarried
Languages Known	English, Marathi, Hindi

Kanchan P. Zunjarrao