

POOJA NAYAK

MBA – Finance

Dynamic professional with advanced academic credentials and domain expertise in driving organizational goals & objectives

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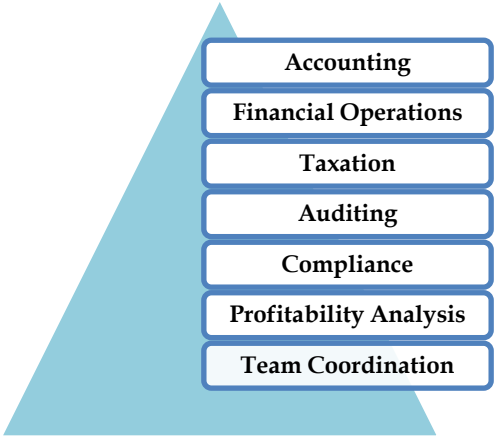
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Dombivli, Maharashtra



PROFILE OVERVIEW

- Goal-driven professional with remarkable proficiency and rich knowledge in the areas of Finance & Accounts
- Proven capabilities in handling a wide array of accounting functions viz. maintenance & finalization of accounts, working capital management, profit monitoring, taxation, auditing, and building internal financial controls
- Keen interest in updating self about industry and economic trends in Indian and International Markets
- Quick learner & highly energetic having a keen aptitude for learning and productively applying new knowledge resourcefully.
- Comprehensive knowledge base & notable soft skills nurtured during internship and on-the-job experience
- Displays an outstanding level of numeracy with a high standard of personal integrity, decisiveness, and problem-solving and influencing skills



EDUCATION CREDENTIALS

- Pursuing Master of Business Administration - Finance | Jain University
- Year: Bachelor of Commerce | Mumbai University
- Year: CA Final Student | ICAI

EMPLOYMENT OUTLINE

2022 – Present: KJ Shah Consultants LLP, Mulund as Senior Account Executive

2021 – 2022: Shrinathji Consultancy Services, Dombivli as Account Executive

2017 – 2020: Ramesh Sunil & Associates, Kanjurmarg as CA Intern

Key Deliverables:

- Preparing & maintaining statutory books of accounts and reconciliation of financial statements in compliance with the norms
- Presenting a true and fair view of the financial position of the company by way of timely preparation of annual reports
- Extending support in conducting statutory and tax audits for Construction, Manufacturing, and Service Industries
- Preparing tax plans and ensuring timely assessment and filing of direct & indirect tax returns in compliance with statutory tax acts
- Aiding and conducting audit assignments viz. GST, Tax, and VAT
- Looking after various return filings entailing Income Tax Returns, GST Monthly, Quarterly, and annual Returns, TDS Returns, VAT Returns and PTRC/PTEC
- Managing the scrutiny assessments under the IT Act, 1961
- Efficiently & effectively negotiating and obtaining positive outcomes from tax authorities on behalf of the clients

IT SKILLS

- Taxation Software: Winman, Web GST, Computax and Spectrum
- Accounting Software: Tally
- Applications: MS Office Suite (Word & Excel)

PERSONAL DOSSIER

Date of Birth: 14<sup>th</sup> September, 1996 | Languages Known: Hindi, English, Marathi & Konkani