

# **RESUME**

## **SUJATA AMOL DESHMUKH**

**E-mail:** desh mukh.sujata1991@gmail.com, **Mobile No.:** 8097146519

**Address:** Kalher, Bhiwandi

### **OBJECTIVE**

- To excel in this field with hard work, perseverance and dedication.

### **EDUCATIONAL QUALIFICATIONS**

| <b>Degree/Certificate</b> | <b>Institute</b> | <b>Board/University</b> | <b>Year of Passing</b> | <b>Percentage obtained</b> |
|---------------------------|------------------|-------------------------|------------------------|----------------------------|
| B.Com.                    | K.B.College      | Mumbai                  | 2012                   | 78%                        |
| H.S.C                     | Bharat College   | Maharashtra             | 2009                   | 64%                        |
| S.S.C                     | Naupada School   | Maharashtra             | 2007                   | 72%                        |

### **COMPUTER AND SPECIAL SKILLS**

- MS Office: Word, Excel, Power point
- Tally

### **WORK EXPERIENCE**

- Preparation and Filing Income Tax Return,
- Preparation and Filing GST Return (GSTR 1 ,3B & GSTR9)
- Preparation and Filing TDS Return
- Preparation of Balance sheet ,Profit & Loss
- Sale Purchase Entry , Bank Reconciliation, Ledger Confirmation
- Prepare E-way Bill
- Filing PT Return
- Working with Nalin Thakkar –Tax Consultant Since 9 Years

### **LANGUAGES KNOWN**

- English, Hindi, Marathi

### **HOBBIES**

- Reading, listening music, travelling.

### **PERSONAL DETAIL**

**Date of birth:** 12/12/1991; **Age:** 31 years; **Marital status:** Married; **Nationality:** Indian

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

**Sujata A Deshmukh**