

RESUME

POONAM SANJAY BARE

Contact: + 91 9022568271

Email Address: barepoonam17@gmail.com

OBJECTIVE:

Looking forward to a position of responsibility in the field of Finance and Accounts a growth oriented organization. And skill in effective manner working towards excellence in delivery of service in an environment that promotes continual of knowledge & skill.

EDUCATIONAL QALIFICATIONS:

- *H.S.C with 70.60% from Kolhapur Board.*
- *S.S.C with 72.36% from Kolhapur Board.*
- **Bachelor of Commerce** BCom
Savitribai Phule Pune University

EXPERIENCE:

- 11/2018-

2/2023

- ***SRA & Co. Chartered Accountants.-3 YEARS***
- ***A B GENSET PVT LTD.- 1/5 YREAS***
- ***TAX CONSLUTANT – 10 MONTH***
- ***JAIN HOME AP - 6 MOMTH***

MY JOB PROFILE PRIMARILY INCLUDES:

**Preparation of reply to notices of Income Tax Authorities.*

**Compliance under the income –tax Act with regard to TDS, Advance tax,
etc.*

individuals **Preparation of Income tax returns of various clients (including*

Firms and Companies.)

**Preparation of sales Tax Returns of Various Clients.*

**Preparation of service Tax and Wealth Tax Returns of Various Clients.*

** Assisting clients in the companies' requirements of direct taxation laws.*

**Finalization of Tax Audit Reports along with all Annexure, Computation of
Taxable income as per Normal & MAT Provision, Filling of E –Tax Annual
Return, TDS Return Verification & Filing, service Tax Return.*

**Accounts & Balance Sheet Compilation of various companies,
Proprietorship
Firms.*

**Marketing sales manger AB Genset Pvt Ltd Company*

** Presentation, Quotation, Meeting attend, close Deal Above 10cor ,*

STRENGTHS:-

**Achievement oriented with an ability to manage change with ease.*

**Strong communication, interpersonal, learning and organizing skill.*

**Ability to manage stress, time and people effectively.*

**Punctual, innovative, Positive attitude and enthusiastic*

OTHER SKILLS:-

➤ *Microsoft Office ,Tally ERP 9, MS-CIT ,(Word ,Excel
,Power Point, Outlook, internet Savvy)*

PERSONAL DETAILS:-

Full Name: Poonam Sanjay Bare

*Permeant Address: Dhayari, shiv parvti mangal karyalay, audumabar bangla,
Pune - 411041*

Birth: 17 April 2001

Marital status: Unmarried

Nationality: Indian

Language Known: English, Marathi, Hindi

Hobby : Scrapbooking, coloring reading, baking

Declaration:

I hereby declare that the information furnished above is true to the best of knowledge.

Date:

Place: Pune

Poonam Sanjay Bare.