

Priyanka Arjun Barot
Cost Accountant ,B.Com(Accounting & Finance)
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Residential Address:
206, Azad Building,
Ratanbai Compound, Wagle Estate,
Thane (West) Thane-400604.

CAREER OBJECTIVE

To pursue a challenging, dynamic and rewarding career in a leading organization with a professional work environment to enrich my knowledge and exposure there by enhancing growth perspective of individual and the organization.

EDUCATIONAL QUALIFICATION

EXAMINATION	INSTITUTE/ UNIVERSITY/ BOARD	YEAR OF PASSING	PERCENTAGE
ICWAI Final Group – I	ICAI-CMA	Dec 2020	54
ICWAI Final Group – II		Jan 2023	50
ICWAI Inter Group - I	ICAI-CMA	Dec 2017	53
ICWAI Inter Group - II		Jun 2018	52
T.Y. B.com(A&F)	Mumbai	Apr 2016	79
H.S.C.	Maharashtra	Mar 2013	77
S.S.C.	Maharashtra	Mar 2011	84

COMPUTER PROFICIENCY

- Adapted to work in fully computerized environment with command over
 - MS Word, MS Power Point, MS Excel.
 - Primary knowledge of ERP Tally.
- Completed 100 Hours compulsory Computer Training organized by ICAI – CMA.
- Completed Compulsory Industry Oriented Training Programme (IOTP) – 7 Days organized by ICAI – CMA.
- Completed 3 Days Soft Skills Training organized by ICAI – CMA.
- Completed Business Accounting Process organized by National Skill Development Corporation.

SYNOPSIS

- Working with Practus Professional Service Private Limited at Mumbai from April,2023
- Worked with M/s. Kumar shah & Co., Chartered Accountants at Mumbai from August,2017 to March,23.
- Proven ability to exercise professional judgment in dealing with disclosure of information in financial reporting of corporate and personal income taxes with a defensible approach to using the Income Tax Act.
- A detail-oriented and resourceful individual with excellent communication and interpersonal skills, combined with an excellent understanding of complex tax issues.
- Easy going nature and able to coordinate with all departments.

EXPERIENCE GAINED:

Auditing & Accounting-

Types of Assignments handled:

- Statutory and Tax Audits of Private Limited Companies.
- Internal Audit of Private Limited Companies, Partnership firms and Proprietorship Concerns.
- Tax Audits of Partnership firms and Proprietorship Concerns.
- Trust Audits as per Income Tax Act 1961.
- GST & VAT Audits of Private Limited Companies, Partnership Firms and Proprietorship Concerns.
- Involved in preparation and presentation of Financial Statements of Companies.
- Processed payroll monthly basis for more than 150 employees. Maintained payroll information by calculating, collecting, and entering data. Accurately calculated bonuses, salary increases and overtime.
- Maintain accurate accounting records, including journal entries, accounts payable and accounts Receivable.
- Bank and 26AS Reconciliation with Books.
- Preparation of Monthly MIS and Cash flow.

Direct Taxation:

- IT Return filing for Individuals, Partners of the firm, Partnership Firms, Private Companies and Trusts.
- Advising on various aspects of Direct Taxation, Accounting, Companies Act, etc.
- Preparing Statement of Income and calculations for estimating advance tax for Individual, firms and corporate clients.

Indirect Taxation:

- Determining Goods & Service Tax Liabilities, preparing and filing periodic returns for various services.
- Determining Profession Tax Liabilities, preparing and filing periodic returns for same.
- Determining VAT Tax Liabilities, preparing and filing periodic returns for same.
- Determining TDS liability, preparing and filing periodic returns for same.

KEY SKILLS & PERSONAL QUALITIES

- Good written and verbal communication skills.
- Good computer skills, typing speed, familiar with Income Tax Return portal e-filing and good command over windows word, excel, and power point.
- Good interpersonal and leadership skills.
- Willingness to learn new legal developments and their practical applications.
- Hardworking, ability to manage time and produce good quality results.
- Positive attitude towards every assignment undertaken and takes responsibility of my action.

PERSONAL DETAILS

Name : Ms. Priyanka Arjun Barot
Date of Birth : 2nd May 1996
Marital Status : Unmarried
Nationality : Indian
Languages Known : English, Hindi, Marathi, Katchhi & Gujarati