Curriculum Vitae

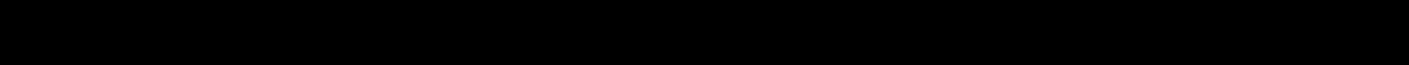
Mrs. Pooja Patekar

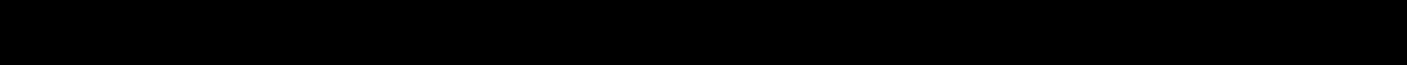
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| --- | --- |
| Address: |  |
| 201, third flr New Sonal Plaza,  Shivganga Nagar, Ambernath East. | Contact No: +91 9619071934 |
| Thane- 421501 | Email id: patekarpooja51@gmail.com |
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Career Objective

A challenging position sought with the organization, where professional experience and expert knowledge can be exploited to the full. A high level of commitment and professionalism offered in return for challenge. Competitive and challenging work environment which will help me explore my capabilities to the fullest and grow in the organization.





Academic Qualification

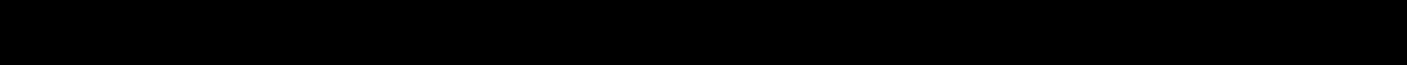
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| --- | --- | --- | --- |
| Course | University | Month / Year | Percentage Obtained |
| M.COM | University Of Mumbai | April 2012 | 65.00 |
| B.COM | Mulund College Of Commerce | March 2009 | 77.00 |
| H.S.C | Mulund College Of Commerce  ( Maharashtra State Board ) | March 2006 | 76.00 |
| S.S.C | Vidya Prasarak Mandal’s English High School  ( Maharashtra State Board ) | March 2004 | 83.00 |

Skills

* Ability to work in team to support deadlines along with working independent responsibilities
* Excellent interpersonal skills, self-driven and motivated to drive improvements across the team, willingness to learn and ability to build effective strategies to achieve specific results
* Capable of achieving the perfect balance of speed, dedication, accuracy and quality in my work despite of mounting pressure and the ever-approaching deadlines

Work Summary

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name | Role | From | To |
| K.A Gandhi & Co. | Tax Associate | Jul 2015 | Oct 2015 |
| Pravin Jayanti & Associates | Tax Manager | Nov 2015 | March 2017 |



Engagement Overview

* Filing of Income Tax Returns for Individuals.
* Conducted Tax Audit as per Section 44AB of Income Tax Act, 1961
* Determination and payment of liability and other compliance matters in areas of VAT, Central Sales Tax and Profession Tax and filing of returns (e-returns)
* Determination and Payment of Liability and other compliance matters in the area of Service Tax. Compilation as well as Filing of Service Tax Returns (e-Returns)
* Handled assignments involving Service Tax, VAT and Profession Tax Registration and GST Enrolment for various clients
* Conducted Vat Audit as per MVAT Act,2002
* Filing of C,F,H,E-I,EII form applications under Central Sales Tax Act, 1956
* Filing of Profession Tax returns
* Conducting Computerised Desk Audit, Refund Audit as per MVAT Act,2002
* Assisted in Preparation and Compilation of submissions to be made to the department.

Computer Proficiency& Other Certifications

* Adequate knowledge of MS Office (MS-Word, MS-Excel and PowerPoint), Accounting and ERP packages
* Functional knowledge of Tax base Software like ST easy MVAT Computation, Audit Software
* Completed Tally ERP 9 Course from Accord Institute

Extra-Curricular Activities

* Won 3rd prize in Thane Mayors Cycling Challenge organised by Thane Municipal Corporation
* Participated in dance competitions during School & College
* Hobbies: Hiking, Playing Badminton

Personal Profile

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 09th November 1988 |
| Gender | : | Female |
| Marital Status | : | Married |
| Languages Known | : | English, Hindi, Marathi. |