

Name : Vinod Jaiprakash Yadav

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Phone : 8108865605

CAREER OBJECTIVE:

To work in a healthy and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

EDUCATIONAL QUALIFICATIONS:

Course (Stream)/Examination	Institution/University	Month/ Year of Passing	Percentage
S.S.C	Maharashtra Board	2007	52
H.S.C.	Maharashtra Board	2009	48
T.Y. B.com	Mumbai University	2013	57

Key Skills:

- Financial Management
- Audit Operations
- Quick Learning
- Team Management

IT Skills:

Tally ERP 9

MS Office

WORK EXPERIENCE:

- Worked as an Article Assistant for a period of Three Years in M/s Kunj Dedhia & Associates (Masjid Bunder)
- Worked as Senior Accountant in M/s Kunj Dedhia & Associates from 15th May 2016 till now.

WORK PROFILE:

Working Experience Relating to Accounting and Auditing.

- Accounting Entries in Tally (Tally 7.2/Tally 9/ Tally ERP)
- Maintenance of Books of Accounts of Proprietorship Concerns, Partnership Firms, and Private Limited Companies.
- Preparation of all financial reports, including Profit and Loss Statement, Balance Sheet and Statement of Cash Flows, as well as the year-end financial reports.
- Audit of Individuals, Partnership Firms, Internal and Statutory Audit of Pvt Ltd Companies.

Working Experience Relating to Taxation - DIRECT AND INDIRECT.

- Registration of VAT, Service Tax and GST
- Preparation of Data and E - Filing of Income Tax Returns of Individuals, Partnership Firms, and Companies
- Preparation of VAT & GST Data and E-Filing of VAT & GST Return.
- Preparation of TDS Calculation & E-Filing of TDS Return
- Timely compliances of statutory dues with regards to Payment and filing of Income Tax/ Sales Tax/ Service Tax/ Profession Tax/TDS
- Preparation of Data and E - Filing of VAT Audit Report
- Preparation of Data and E - Filing of Tax Audit Report

OTHERS

- Debtors / Creditors Reconciliation
- Incorporation of Pvt Ltd Companies, MCA Annual Return, Appointment of Director, Removal of Director.

PERSONAL INFORMATION

D.O.B. : 08th Dec,1992

Gender : Male

Residential Add : 02, Balwadi Sangh,
Shreeram Pada, Bhandup (West),
Mumbai – 400 078

Sign
(Vinod Yadav)