

MILAN PATEL

Contact No: 8055208190

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CAREER OBJECTIVE:

Looking forward to work in an organization where I can have long association. Provided with good learning opportunities and a rewarding career where individual talent, skills, honesty and hard-work are acknowledged.

Degree	Year	Collage/University	Percentage
M.Com	2012	Pune University	56.31%
B.Com	2010	Pune University	62.25 %
H.S.C	2007	Pune University	60.00%
S.S.C	2005	Pune University	75.73%

PROFESSIONAL QUALIFICATION:

Degree	Year	Collage/University	Percentage
D.T.L. (Diploma in Taxation Law)	2011	Pune University	50.00%
B.ed	2018	Gujarat University	8.0 Grade (1961/2450)

• TOTAL WORK EXPERIENCE : 6 YEARS 4 MONTHS

1. Jafar & Associates Tax Consultant as Senior Accountant & Auditor from June 2016
2. P.R.Rajiole & Co. Tax Consultant as Account Assistant for 2.5 year
3. ARS Associates & NAS Solutions TIN-Facilitation Centre as TIN-Executive & Accountant for 1.7 year

WORK EXPERIENCE IN FOLLOWING AREAS OF DIRECT TAX AS WELL AS INDIRECT TAX:

- ➔ INCOME TAX RETURN
- ➔ FINALIZATION OF ACCOUNTS (Company, Firms & Individuals)
- ➔ INCOME TAX ASSESSMENT / NOTICES
- ➔ TDS & TCS
- ➔ VAT & CST

JOB PROFILE:

➔ INCOME TAX RETURN :

- Preparation of Profit & Loss A/c, Balance Sheet and Computation of Income
- Online payment of Taxes (Self-Assessment Tax, Advance Tax Payment)
- Filing of Income Tax Return (Online / Offline)
- Documentation & preparation of Income Tax File of Clients

➔ FINALIZATION OF ACCOUNTS (Company, Firms & Individuals)

- Scrutiny of Books of Accounts
- Audit and finalization of Books of Accounts
- Preparation of Profit & Loss Account, Balance Sheet & Computation of Income
- Verification & Preparation of Accounting activities like Bank Reconciliation Statement, Ledger Scrutiny, Accounts Payable and Accounts Receivable

➔ INCOME TAX ASSESSMENT / NOTICES

- Compilation of Income tax assessment details
- Verification and reply drafting of points raised in Assessment / Notices
- Other Activities as required under assessment notices

➔ TDS & TCS

- Preparation of TDS / TCS Liability statement on monthly basis
- Online payment of TDS / TCS
- Filing of online TDS / TCS Return (Form 26Q & 24Q)
- Online TDS Certificate Generation (Form 16 & Form 16A)
- Submission and reply of Notices received online as well as offline

➔ VAT & CST

- Preparation of VAT/ CST Liability statement on monthly basis
- Online VAT / CST Tax Payment
- Filing of VAT/ CST Return

- Preparation of VAT Audit Report details (Sales & Purchase Annexures)
- Preparation of details required in Notices received from Sales Tax Department

COMPUTER & SOFTWARE KNOWLEDGE:

- MS-Office, Excel, Word, Power Point
- Tally ERP.9.
- Internet
- TIN-NSDL Software (SAM) for TDS activities

PERSONAL DETAILS:

- **Date of Birth** : 28/06/1990
- **E-mail id** : milanpatel_28@rediffmail.com
- **Gender** : Female
- **Contact No** : 8055208190, 7972694898
- **Languages known** : English, Hindi, Gujarati, Marathi, French (R/W/S)
- **Hobbies** : Cooking, Reading, Writing, Drawing, Cycling, Listening Music.

Declaration:

I hereby declare that above information provided by me is true to the best of my knowledge.

Date: 10/10/2018

Place: Nashik

Yours Faithfully
Milan Patel