

Samiksha Rathod

Mumbai, Maharashtra 400093
rathodsamiksha60@gmail.com
+91 99309 71493

Willing to relocate: Anywhere

Personal Details

Date of Birth: 1999-11-04
Eligible to work in: India
Highest Career Level: 1-2 years experience
Industry: Accounting
Total years of experience: 2

Work Experience

Account Executive

U&i Holidays pvt ltd - Mumbai, Maharashtra
March 2022 to October 2022

Outward remittance
Payment Follow ups
Daily tally work
Ledger reconciliation
15ca
GST TDS report

GST Executive

CA Mihir modak &co - Mumbai, Maharashtra
April 2021 to February 2022

Sale purchase entries
Bank statements
Monthly gst returns
Quarterly GST returns
Composition returns filling
Income tax filing

Computer Operator

EDOCS SOLUTIONS PVT LTD - Mumbai, Maharashtra
October 2020 to February 2021

Data entry
Filling the forms daily
Put the correct data in column
Complete target on time

Education

Bachelor's in Commerce

Chinai college of commerce and economics - Mumbai, Maharashtra

June 2018

Skills / IT Skills

- Microsoft office ,tally ERP 9 , MS Excel, typing
- Accounting
- Tally
- Tax experience
- Microsoft Excel
- ERP systems
- Communication skills
- Computer skills
- Time management

Languages

- English - Intermediate
- Marathi - Expert
- Gujarati - Expert
- Hindi - Expert

Certifications and Licenses

Tally ERP 9.0

Present