

EXPERIENCE

Skylab Analytical Labrotary, Bhiwandi.

21/12/2021 - To Current Date.

Accounts Cum Human Resource Assistant.

•Key Qualifications & Responsibilities -

- * Maintained employee data & kept updated accounts of all employment records.
- * Assisted in recruiting of new employees for the marketing & Lab Team.
- * Administration payroll information, compensation materials, and benefits programs.
- * Supported daily operations of busy human resources department.
- * Mentored employess through personal & professional issues.

Janak Majeyhia & Associates

Dec. 2014 - Feb. 2020.

Internal Auditor cum Accounting Assistant.

•Key Qualifications & Responsibilities -

- * Ledger posting & Balancing of books.
- * Drafting of Balance Sheet, Profit & Loss A/c, Personal / Individual & Partner's Capital A/c., & grouping of various heads.
- * Assisted clients with questions regarding tax preparation.
- * Prepare & assist in preparing simple to complex tax returns for individuals & small businesses.
- * Use all appropriate adjustments deductions and credits to keep client's taxes to a minimum.
- * Interview clients to obtain additional information on taxable income & deductible expenses and allowances.
- * Review financial records such as income statements and documentation of expenditure to determine forms needed to prepare tax returns.
- * Preparation of Computation of Income & Income Tax Returns for various kinds of assesses.
- * Projecting tax liability and calculation of advance tax payable.
- * Tax Audits for private Co's, Individuals and Firms.
- * TDS Compliance.
- * Tax Planning.
- * Statutory Audit for private limited companies engaged in trading and manufacturing businesses.

EDUCATION

J. H. Ambani School, Lodhiwali., Mumbai Board.

2009

10th/ SSC

75.23%

CHM College, Mumbai University.

2011

12th/ HSC in Commerce.

50.83%

CHM College, Mumbai University.

2015

T.Y. B. Com/ Bachelor in Commerce.

70%



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Plot 5, Basava Neelya
Bungalow,
Nr- H. P. Petrol Pump,
Brahman Alai, Dahivali,
Karjat-410201.

SKILLS

* Human Resources	
Administration.	* Quality
Management.	* Payroll,
Accounting & Finance.	*
Organisational Behavior &	
Development.	* Effective
Communication.	

LANGUAGES

* Read - Marathi, Hindi, English. *
Write - Marathi, Hindi, English. *
Speak - Marathi, Hindi, English.

INTERESTS

1)Listing Spiritual Music &
Stories.2) Playing Pakhwaj
Instrument.