

Shivani N Modi

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Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. Supporting the finance department, accountant, and management team by completing routine clerical and accounting tasks.

Skill Highlights

- Microsoft Office
- Problem Solver
- Strong Bookkeeping Skills
- Tally
- Service-Focused
- Balance Sheet Account Preparation

Experience

Assistant Accountant - 08/2018 to 02/2019**Inox CVA, Vadodara**

- Managing company ledgers.
- Completing financial reports on a regular basis and providing information to the finance team.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable.
- Entering financial information into appropriate software programs.
- Responsible for filing GSTR 1 Return, GSTR 3B Return and doing Account Reconciliation.
- Carry out quality assurance tests to discover errors and optimize usability.

Assistant Accountant - 03/2019 to 10/2019**PCJ & Co., Vadodara**

- Responsible for filing GSTR 1 Return, GSTR 3B Return, TDS Return, ITR 1 and doing account reconciliation.
- Resolving errors in financial reports and correcting faulty reporting methods.

Assistant Accountant - 02/2021 to Present**Jaimin and Associates, Vadodara**

- Responsible for filing GSTR 1 Return, GSTR 3B Return, TDS Return, ITR 1 and doing account reconciliation.
- Coordinating internal and external audits.
- Handling GST Returns.
- Recording of purchase transactions.
- Assist in preparation of monthly Computation of GST Liability.

Education

Bachelor of Commerce: **MS University** - 2015

Master of Business Administration: **ITM University** - 2018

Languages

English

Hindi

Gujarati