

# Anjalee Vayde

E-502, Pancham Blossom, Near  
Shree Sidhhnath Planet,  
Sayajipura Water Tank, Ajwa  
Road, Vadodara. 390019  
**+91 6355720502**  
**anjaleevayde@gmail.com**

Reference by Dremmakers

## EXPERIENCE

**CA Arti Nagdev & Associates & CA Jay Kukreja & Associates**— *Account Executive* **Dec 2021 - PRESENT**

Tax Calculation, ITR, TDS/TCS & GST Returns..

**Jignesh S Desai** — *Account Assistant*

Oct 2020 - Nov 2021

Tax Calculation, ITR, TDS/TCS & GST Returns.

**Manish Dubal & Associates-** *Administrative cum Assistant Accountant*

April 2019 - July 2020

Accounting data preparation, GST tax calculation & Balance sheet preparation.

## EDUCATION

**Maharaja Sayajirao University, Vadodara** — *B.com*

JUNE 2016 - APRIL 2020

Specialization in Accounting & Financial Management with 52%

**Lal Bahadur Sastri Vidhyalay, Vadodara** — *HSC*

JUNE 2011 - MARCH 2016

Passed with 60 %

## TECHNICAL SKILLS

**Applications** — *Tally ERP-9, Tally Prime, Genius, Spectrum, Compu tax,*

## SKILLS

Teamwork & collaboration.

System analysis skills.

Time management.

Organization & attention to details.

Oral & written communication.

Data Management.

## EXPERIENCE

**Good & Service Tax Return.**

**Income Tax Return.**

**Tax Deducted at Source Or Tax Collection at Source.**

**Tax Calculation.**

**Consolidate various accounting statements reports.**

**Prepare balance sheets.**

**Monthly salary sheet.**

## LANGUAGES

English, Hindi, Gujarati

