



WORK EXPERIENCE

Accountant

VJSK & ASSOCIATES

07/2022 - 11/2022

Achievements/Tasks

- Filling of Income tax returns (Individual & Corporates).
- Assisted in Statutory Audit of Listed companies (Manufacturing & service industries).
- Preparation of Audit Plans, Discussed audit findings, recommendation and reported significant issue to senior management.
- Preparation and filling of TDS returns.
- Filling of GST Audit and monthly Returns (Individual & Corporates).
- Preparation of Annual Financial Statements.
- Accounting using Tally ERP.

Trainee

Manoj Khandelwal & Co,

05/2020 - 06/2021

Achievements/Tasks

- Registration under GST and filling of GST returns.
- Book keeping of day to day transactions.
- Monthly/Quarterly Compliance of statutory liability and payments.
- PF and ESIC Compliances & MSME certificate creation.
- Handling the matters relating to GST, Internal Audit & Income Tax return filling.

EDUCATION

Cost and Management Accountant ICMAI

Courses

- CMA Final June-23
- CMA Intermediate (Both groups) Feb-20
- CMA Foundation Feb-19 **79%**
- **Remark:** Exemption in 3 subjects in CMA Final and 2 subjects in Intermediate.

Master of Commerce - CBM

The Maharaja Sayajirao University

Courses

- Specialization in Human Resources Management July -23

Bachelor of Commerce

The Maharaja Sayajirao University

Courses

- Specialization in Accounting and Financial Management -**70%**

SKILLS

Effective Time Management

Decision Making

Communication

Ability to work in a Team

Creative Problem solving

Ability to work Under Pressure

COURSES

Industry Oriented Training Program

Soft Skills and Training Course

GST and Tally Prime Course

CAREER OBJECTIVE

Ensuring my significant contribution towards achievement of organization's objectives.

To attain professional excellence by enhancing my skills and knowledge in Taxation, Finance and Costing.

LANGUAGES

English



Gujarati



Hindi

