

CURRICULAM VITAE

Roopa Jayesh Parekh

B-04, Abhimanyu Co-op Society,
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Career Objective:-

“To work with dynamic environment which gives me a wide spectrum of experience and exposure to bring about a versatile portfolio of skill at the work place and to serve the organization with positive attitude and efficiency.”

Professional Qualifications:-

- Passed M.B.A from Welingkar Institute of Management.

Academic Qualifications:-

- Passed T Y (BAF) Bachelor in Accounting & Finance in March, 2015 from Viva College, Mumbai University with **71%**.
- Passed H.S.C. in March, 2012 from Viva College
- Passed S.S.C. Examination March, 2010 from M.G.M Academy's High School, Maharashtra Board.

Work Experience:-

Currently Working with Olevea.com As Accounts Manager Accountant (From Feb-19)

Worked in Chaitanya Dalal & Co. for 1.5 Years (Mumbai, Nariman Point)

Worked in Kamdar Plastics as Accountant for 1 Year (Malad)

Taxation:-

- Preparation & E-filing of Income tax return of Individual, corporate body.
- Preparation & E-filing of GST Return. (GSTR-3B,GSTR-1)
- Preparation of quarterly TDS return.
- Handled Tax Audits
- Filling PT Return

Audit:-

- Scope of work included Vouching and verifying transactions in compliance with Company laws, Income tax laws.
- Ensuring regular compliance in statutory payment & filing with statutory authority for various clients.
- Evaluation of accounting records, finalization of accounts, preparation of financial statements, Audit Reports, etc.
- Prepared 15 CA- 15 CB.

Other Matters:-

Data entries of various clients in Tally ERP 9 and Finalization of Accounts as per Companies Act 2013.

I. T. Skills:-

- Knowledge of MS Office, MS Excel.
- Accounting Software's: **Tally E.R.P 9. (Accounting Module)**
- Other Tax Software's: **CA Office**

Personal Details:-

Date of Birth : 10th September 1993
Gender : Female.
Marital Status : Single.
Languages : English, Hindi, Gujarati and Marathi.
Hobbies : Listening Music, Travelling.