

## Contact

8655367527  
sawant.ashwini4@gmail.com

48/1091, kannamwar  
Nagar - 1  
vikhroli (East)  
Mumbai  
Maharashtra  
400083  
INDIA

## Personal Statement

A highly motivated and hardworking individual, currently looking to resume my professional career after dedicating the 3.5 years of experience in the field of accounting & auditing service as an article clerk & 4.5 years of experience in the field of taxation.

I am confident that I can help to build reputation of organization. I believe the knowledge and skills built up during this time make me the perfect candidate for the role.

## Work Experience

### **MACLEODS PHARMACEUTICALS LTD, ANDHERI** **SR. OFFICER TAXATION**

**Full Time**  
**Dec 2011 - Present**

1. Responsible for monitoring tax flow on monthly basis & timely TDS payment of Tax deducted on salary, suppliers payment, scrap etc.
2. preparation quarterly TDS returns, manage tax provision and tax compliance process.
3. Generating Form 16 & Form 16A.

### **SUSHIL & CO., MARINE LINES** **ARTICLE CLERK**

**Full Time**  
**Apr 2009 - Oct 2011**

1. Responsible for TDS data entry, TDS Returns filling.
2. Preparation of profession Tax Returns.
3. Responsible for accounting of entity, balance sheet, cash & fund flow statement.
3. Handling matters of Income Tax with ITO for refund.
4. Income Tax Return filing for Individual & company.

### **SANJAY RANE & ASSOCIATES, WADALA** **ARTICLE CLERK**

**Full Time**  
**Jul 2007 - Mar 2009**

1. Responsible for Tax Audit of firms & professionals.
2. Handling concurrent audit of various scheduled banks & Risk based audit of Dena Bank (BKC).
3. Preparation of Audit report.

## Education

**UNIVERSITY OF MUMBAI**  
*MUMBAI*  
2009-2009

**Degree**  
BCOM

---

**Maharashtra state board**  
*Mumbai*  
2006-2006

**High School Qualification**  
HSC (*First Class*)

---

**Maharashtra state board**  
*Mumbai*  
2004-2004

**High School Qualification**  
SSC (*First Class*)

## Key Skills

- ▶ Ability to Learn New Skills Quickly
- ▶ Ability to Work Under Pressure
- ▶ Communication Skills
- ▶ Loyalty
- ▶ Working to Deadlines

## Languages

- |           |          |
|-----------|----------|
| ▶ Marathi | Fluent   |
| ▶ Hindi   | Fluent   |
| ▶ English | Advanced |

## Certifications

- ▶ 100 HRS computer Training with ICAI

## Activities and Interests

READING & MUSIC