

RESUME

ROHAN ASHOK DIGHE

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Career Objective –

To be part of professional goal oriented organization where skills and knowledge are keys for achievement.

Areas of Interest –

I have working interest in the fields of Accounting and Taxation.

Work Experience –

DAPNS and Company, CA.

Accounts Assistant (From **Feb .2020** to **Till now**)

Duties performed in Job Role –

1. Accounting of Proprietors, Partnership for the year through Bank Statements.
2. Accounting of GST and TDS through 26AS.
3. Data compilation for GST and TDS Compliance, various reconciliations for accurate compliance.
4. Filing of GST and TDS Returns.
5. Performing compilation of documents and Registrations under various Statutory Provision like – GSTN, PAN, Shop Act, UDYAM.
6. Filing of Income Tax Return – Form ITR – 1, 2 and 4 for Individuals and Presumptive Business income.

Education Qualification –

Name of Course	Board/University	Percentage
B.COM	SPPU, Pune	67.00%
H.S.C	Maharashtra Board	57.00%
S.S.C	Maharashtra Board	46.00%

Technical Skills -

1. Tally ERP – Accounting.
2. Office Automation Tools – MS – Excel and other MS – Office tools for ease of day to day office working.
3. Tax base – Income tax and TDS Return software
4. Easy Auto – Direct Bank Statement Import In Tally

Personal Information –

1. Date Of Birth :- 12-09-2001
2. Gender :- Male
3. Languages Proficiency:- Marathi, Hindi, English

I hereby declare that all the details mentioned above are true to the best of my knowledge.

Place: Pune
Date:

ROHAN DIGHE