

Name : Hrishikesh Laxman Parab.
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Objective

To join an organization that will recognize and utilize my skills fully and offer me a position requiring innovative and creative ideas where continuous growth and learning are a way of life.

Summary of Experience & Skills

6 Months of experience in PAYROLL.

1 year of experience in ACCOUNTS. (Currently Working)

Positive Attitude Acceptance of Work Responsibilities and Putting Best Efforts for The Successful Implementation of Awarded Responsibilities.

Academic Record

Qualification	Board/University	Grade	Year of Passing
T.Y.B.COM	University Of Mumbai	A	2018
H.S.C	Konkan Board	First Class	2015
S.S.C	Konkan Board	First Class	2013

Knowledge of (MS-Office, Tally-7.2 & Tally ERP 9.0, Compu GST software, WINMAN)
Adv. MS Excel
English Typing – 25 W.P.M.

Additional Qualification

Course Done Through Institute of Business Applications (Taxation)

- TDS– E payment & E-Return.
- TDS Slab, Valuation, Calculation of Salary and Non Salary Section.
- Form 16, 16A, 26Q, 24Q
- GST Return Filing
- Income Tax Computation, ITR Filling
- Balance Sheet Preparation
- Finalization
- Professional Tax

Work Experience

Worked at “**TRIM HR CONSULTING PVT LTD**” Thane(W), From **October-2018 to April-2019** As a “**Payroll Executive**”

- Prepare the Attendance sheet and provide to the client
- Feed the Received data in the **SPINE** Software
- Generate the monthly salary of employees (Around 1500 employees)
- Hands on experience of taxation part of employees (like their 80 investments, LIC, MF)
- Provide ESIC Challans, PT Challans
- Brief knowledge of **HRMS**

Working in “**Jelvis Henriques& Company CA Firm**” Thane (W), From **May2019 to till date** as a “**Jr. Accountant**”

- Prepare Sales reports, Revenue reports & MIS report in excel on Monthly basis
- Experience of Tally 9, Tally ERP 9, Tally 7.2
- Bank Reconciliation & ledger Account Reconciliation
- Making Reports as per Management Requirement
- GST working in Excel / GST Return filling (Gstr1, Gstr3b, CMP 08)
- TDS Payment
- PT Payment / Return
- Individual Income tax Return
- Auditing
- Client visits for Accounting
- Knowledge of **WINMAN** Software

Personal Details

Date of Birth : 14-09-1997
Gender : Male
Mother Tongue : Marathi
Nationality : Indian
Marital Status : Unmarried
Languages Known : English, Marathi and Hindi

Declaration

I, hereby affirm that all the details furnished above are true and correct to the best of my knowledge and belief.

Place : Thane

Date :

(Hrishikesh Laxman Parab)