

SELINA SHINDE

Phone No: +91-9898396326

Email: selina.shinde@gmail.com

PROFESSIONAL QUALIFICATIONS

CHARTERED ACCOUNTANCY – Cleared group 2 at Final
CHARTERED ACCOUNTANCY – Cleared Intermediate

EDUCATIONAL QUALIFICATIONS

DEGREE: MASTERS OF COMMERCE (FINANCE & TAXATION) | 2015-2016

- University: Indira Gandhi National Open University (Certification Pending) | 53.20%

DEGREE: BACHELOR OF COMMERCE (ADVANCED ACCOUNTING & AUDITING) | 2011-2014

- University: Gujarat University (S. M. Patel Institute of Commerce) | 67.38%

DEGREE: HSC (12th STANDARD) COMMERCE | 2010-2011

-School: Gujarat Board (Mount Carmel High School, Ahmedabad) | 74.71% (Distinction)

DEGREE: SSC (10th STANDARD) COMMERCE | 2008-2009

-School: Gujarat Board (Mount Carmel High School, Ahmedabad) | 75.85% (Distinction)

ORGANISATIONAL EXPERIENCE

JOB TITLE: EXECUTIVE - GST | COMPANY: BUNDL TECHNOLOGIES PRIVATE LIMITED (SWIGGY) | JULY, 2018 – TILL DATE

Responsibilities: Dealing with the Direct and Indirect Taxation of the company, Filing of timely returns, Reconciliation of books and the return filled, Handling and communicating with the Internal and External Auditors.

Achievements: Was a major part of the implementation of the new GST – TCS, which is been levied on e-commerce operators, dealing with various departments of the company.

JOB TITLE: ASSISTANT MANAGER – ACCOUNTS | COMPANY: 9 MEDIA NETWORKS PRIVATE LIMITED, BANGALORE | FEBRUARY 2018 – JULY 2018

Responsibilities: Primarily into maintaining the books of accounts, posting of accounting entries, maintaining accounting entries, handling and filing of all tax matters, interaction with Vendors, Auditors and checking of compliance. Checking of Compliance of statutory matters like GST and TDS.

Achievements: Entrusted with the responsibility of accounts department and also managing the financial transactions of the organisation.

JOB TITLE: ACCOUNTS EXECUTIVE | COMPANY: MAGNA INFOTECH PVT LTD (DEPLOYED AT VODAFONE SHARED SERVICE CENTRE), AHMEDABAD | NOV 2016 – AUG 2017

Responsibilities: Worked in the process of Procure to Pay (P2P), wherein the major responsibility was to process the invoices in the SAP (which checked with the vendor creation, TDS and service tax), to do General Ledger posting and making cost provisioning for the Infrastructure of the company for 3 – 4 circles.

Achievements: Was a major part of the changeover phase from Service Tax to Goods and Service Tax during July 17 and also a part of the data provision during the merger phase.

JOB TITLE: AUDIT ASSISTANT | COMPANY: TULSAYANI & CO. (CHARTERED ACCOUNTS), AHMEDABAD | JUNE 2016 – AUG 2016

Responsibilities: Majorly working for finalisation of accounts, provided data for project finance for the application of loans, filling of annual company returns with Roc, internal auditing of private limited companies filing of income tax returns for individuals and partnership firms.

JOB TITLE: ARTICLE ASSISTANT | COMPANY: RAJPUT & SHAH (CHARTERED ACCOUNTS), AHMEDABAD | FEBRUARY 2013 – FEBRUARY 2016

Responsibilities: Prime responsibilities included managing the core accounting of the clients and filing their income tax returns. Also, was a part of the audits being conducted at own premises as well as client's location. Held a major role in the finalisation of accounts. Filing of form 3CB- 3CD for the purpose of tax audit. Was a part of the preparation and filing of service tax returns and VAT returns. Filing of TDS for Union Bank of India (Outsourced) and filling of form 15G and 15H.

Achievements: Conducted successfully stock audits of Kaya Skin Clinic for more than a year. Also, was a part of Concurrent Audit for the Bank of Baroda.

DOMAIN KNOWHOW:

Income Tax Act, 1961 | Companies Act, 2013 and 1956 | GST (Goods and Service Tax)
(Practical Knowledge) | Service tax | Value Added Tax | Accounting Standards

PERSONAL STRENGTHS

Communication: Excellent verbal and written communications skills. I am confident in expressing ideas and points of view both in written format and verbally.

Participative: I bring energy, passion and hands on approach to work. Flourishing in an environment where I can learn from experience gained in role.

Academic: Making use of any learning opportunity, keeping high levels of knowledge and understanding of the industry in which I work. Not afraid to ask for help and learn from my peers.

Curious: Continuously seeks an understanding of how things function and work. I enjoy careers which require continuous learning and applying yourself to new skills and ways of thinking.

KEY SKILLS

Memory: High attentions to detail, able to process, memorize and approach tasks at speed.

Visual and Spatial thinking: Visualizing processes and conceptualizing how objects can be affected in their location, shape or relation to each other by various forces.

OTHER ACHIEVEMENTS

Completed a certification course by National Skill Development Corporation on Business Correspondent / Business Facilitator | Participated in National Talent Hunt by Gujarat Higher Secondary Board

I Acknowledge the above information is true and the best of my knowledge

(Selina Sunil Shinde)