

Sadaf Azeem

Pune, Maharashtra - Email me on Indeed: indeed.com/r/Sadaf-Azeem/94cf291e7eb9b9be

- Accounting professional with 7.10 years of experience in Finance & Taxation having knowledge of indirect taxes, CQB Schemes, LBT, APMC & NMMC
- Experience of working in corporate tax department
- Excellent analytical, oral and communication skills, keen perception, good team player, and accomplished result-oriented employee

Willing to relocate to: Pune, Maharashtra

WORK EXPERIENCE

Accounts Executive

Cherry Constructions Pvt Ltd - Pune, Maharashtra - January 2015 to Present

Responsibilities

1. Currently handling Petty cash, Bank Reconciliation and all bank related transaction
2. Preparing Service Tax working, online payment

Accomplishments

Got exposure in basic Accounting & learnt new things and gained knowledge.

Executive (Tax)

CARGILL INDIA PRIVATE LIMITED - Pune, Maharashtra - October 2009 to January 2014

Efficiently handling overall responsibilities of tax officer work pertaining to routine correspondences of the company, data management, proper filing & record retention, monthly tax payments, returns uploading and ensuring accuracy, precision and facilitating easy retrieval of records whenever required

- Administering the coordination with various cross functions, Sales Tax Departments, Auditors & Assessing officers visit.
- Handles complete compliances for West region which comprises of 3 states i.e. Maharashtra, Goa & Madhya Pradesh and are accountable for all the requirements of Indirect Taxes related to region and preserving records accurately for ready references as and when essential
- Accountable for Data preparation & application of forms i.e. C/F/H/I/E-1 and ensuring that they have been appropriately and accurately dispatched with proper communication to vendors, Maintaining proper control on record to track any previous information required
- Handling VAT audits of all 3 states and ensuring to satisfy all the requirements of auditor to conclude a neat and clean audit
- Handling Business Audit (Assessments) and Managing assessing officers, visiting Sales tax department if required to complete the assessments
- Handling day-to-day general correspondences like letters, Emails etc to department, customers, Vendors as desired by them and efficiently managing proper and accurate records of incoming/outgoing communications and confidential files
- Also have working experience in SAP
- Timely doing tax payments as per due dates of respective states and returns filing and keeping complete record of hardcopy & softcopy for quick and easy reference
- Incorporating different types of schemes in respective states and running them successfully as per state laws and taking benefits accordingly. Maintaining complete records to avoid hurdles during audits and assessments

- Giving suggestions to company as per state laws as and when required and updating them about new changes timely
- Have handled the Indirect Tax desk independently for 4 years with smooth running and meeting all expectations of company and states law
- Have handled APMC & NMMC (Local body taxes) by timely payment of taxes and maintaining receipts and other related documents properly on hard & soft copy

Accounts Officer

SHREE SANT KRIPA APPLIANCES PRIVATE LIMITED - Pune, Maharashtra - June 2008 to January 2009

Handling Interstate Billing, Preparation of MIS Report on daily bases

- Data preparation & payments of Taxes, working & issuance of Debit & Credit Notes
- Reconciling Interstate Bank and preparing Bank reconciliation statements

Trainee

G B GUNDESHA & CO - Pune, Maharashtra - October 2002 to November 2004

Manual Preparation of Profit & Loss a/c, Balance Sheet, Typing & Printouts

- Preparation of complete sets of documents

ACADEMIA

MASTER OF COMMERCE IN AUDITING & TAXATION

Pune University

BACHELOR OF COMMERCE IN ACCOUNTS & TAXATION

Pune University

EDUCATION

DIPLOMA in INDUSTRIAL ACCOUNTANT PLUS COURSE

Abeda Inamdar Junior College - Pune, Maharashtra

St Clares Girls High School