

RESUME

Prashansha Dubey

Email – prashanshadubey2000@gmail.com

Contact No - 8779825250

Address–Cinemax Mira Road(E), Maharashtra-401107

Objective:

To work with maximum potential in a challenging and dynamic environment, with an opportunity of working with a diverse group of people and enhancing my professional skill with learning and experience for career growth, Rise to the top by dint of sheer challenging work and commitment to work Professional.

EDUCATION & CERTIFICATIONS

- Tally (ERP9), Tally prime (GST, TDS, Income tax)
- Microsoft-Excel (2016)

Nirmala memorable foundation college of commerce and science (2018-2021)

- TY B. Com (Commerce) at the University of Mumbai. (CGPI- 5.88)

Vedant international high school and junior college commerce and science

- SSC completed from Maharashtra Board (2016) 37%
- HSC completed from Maharashtra Board (2018) 57.08%

Activities:

Participate in school festivals, and took part in school debates, Dancing.

Technical Skills:

- MS-Office basic Excel (VLOOKUP, Hlookup, Pivot table, formula, chart, Word, PowerPoint)
- Tally (ERP9), Tally prime
- Accounts (TDS, GST, Income tax, accounting payable, invoice, bills, purchase, payrolls, accounting receivable, bank statement, etc.)

Experience

- I am working under CA
- The firm name is CA kunjan shah in Kandivali east

Job description: -

- To file tax return (ITR-3,5,6)
- GSTR-1, GSTR-3B, and pay the challans behalf for the client.
- Software I have use and have experience (TaxPro IT, Tax Pro GST, tally, excel)
- IN Tally I have make bank reconciliation and etc.

Hobbies:

- Cooking, Basic Drawing & Painting, Dancing, and playing video games.