

**DARSHAN**

[**DARSHAN.348691@2freemail.com**](mailto:DARSHAN.348691@2freemail.com)



**CAREER OBJECTIVES:**

To work in an innovative and challenging environment equipped with the state-of-art technology enhances my skills and knowledge my desire and drive to succeed will be an asset, which I will contribute to the organization’s growth and profitability.



**PROFESSIONAL EXPERIENCE:**

Worked at Tax Consultant office with Mr. Ashok L. Nagda

Position: Accounts Assistant

(1st March 2012 till 30th March 2013)

Job Description:

* Provide administrative support to supervisor by making appointments, file paperwork, perform data entry and receive and sort mails on timely basis.
* Maintaining computerized books of accounts for Professionals / Partnership firms/ Share Brokers / Trusts & Companies up to finalization.
* Assist Tax Supervisor in carrying out auditing.
* Fill up & Filing of Income Tax Returns / Sales Tax /service tax Returns Income Tax Filing, Tally & M.S Office.
* Maintain strict client confidentiality relating to tax matters.



**QUALIFICATION:**

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| **PASSING YEAR** | **DEGREE** | **UNIVERSITY/BOARD** | **PERCENTAGE** |
|  |  |  |  |
| 2009 | S.S.C. | MAHARASHTRA | 52 % |
| 2012 | H.S.C | MAHARASHTRA | 42 % |
| 2015 | BACHELORS OF COMMERCE | V.M. UNIVERSITY | 62 % |



**SOFTWARE SKILLS**

MS- Outlook, MS-Word & MS- PowerPoint

MS-Excel- Formulas, Data Entry & Other Basics of MS-Excel.

Typing Speed: 25 to 30 WPM



**KEY SKILLS**

* Ability to multi-task and achieve targets within stringent deadlines.
* Good communication and interpersonal skills & Quick learner.
* Ability to listen, follow instructions and apply knowledge to solve an issue.



**PERSONAL DETAILS:**

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| Date of Birth | : | 24th November 1993 |
| Nationality | : | Indian |
| Languages known | : | English, Hindi, Gujarati & Marathi |
| Hobbies | : | Traveling, Listening Music and Reading Books |
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