Bhagyashree 

Bhagyashree.381530@2freemail.com

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**Career Objective: -**

To excel in field of Accounts & Taxation. Seeking a position to utilize my skills and abilities in an organization which offers professional growth while being resourceful, innovative and flexible, so I can explore my skills fully.

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**Summary of Qualification:**

* Passed M.Com in 2013.
* Passed T.Y.B.Com with 1st class from Mumbai Board in March 2010.
* Passed H.S.C with 1st class from Mumbai Board in Feb 2007.
* Passed S.S.C from Mumbai Board in 2005.

**Computer Skills** – IFS App 8, Tally ERP 9, MS-Word, MS Excel, Internet, V Lookup, Pivot Table.

**Achievements:**

* Scholarship for Indian Leadership Exchange programme (ILEP) held in 2009 -2010 at NYU Stern. The programme held for 15 days in New York University’s Stern School of Business.
* Scholarship in the year 2008-2009 as a deserving student from St. Xaviers College, Mumbai.

**Professional Experience:**

**CSI Computech India Pvt Ltd:** Accountant Nov 2016 to June 2018

**Responsibilities:**

* VAT Computation & Return Filling
* Professional Tax return filling.
* Computation of GST
* Preparation & Filling of Excise Returns
* Form C Receivables & Issuable
* Bank Reconciliation
* Vendor Payment
* Preparation of Sales invoices / Debit Notes / Credit Notes
* Outstanding reports
* Responsible for day to day finance and accounts operations
* TDS Calculations
* Intercompany Reconciliations
* Ledger Scrutiny
* Assisting in Assessment matters for Sales Tax VAT & Income Tax
* Booking of expenses through journal entries
* Daily accounting relating to sale, purchase, receipt and payment (Data entry)

**Savex Technologies Pvt Ltd:** Accounts Assistant Sept 2014 to November 2015

**Responsibilities:**

* Monthly TDS updating & Filling of Returns and updating the same in TDS software.
* Issue of Form 16A
* Application of Form F & Form C
* Assisting in Assessment matters for Sales Tax VAT & Income Tax
* Updating monthly Salary in Excel
* Reconciliation of PF, ESIC & TDS
* Maintaining Customer Bank Guarantees

**Paresh Vora & Associates (CA Firm):** Accounts Assistant May 2011 to July 2014

**Responsibilities:**

* Preparation of VAT Returns & revised returns & filling
* Preparation of Tds returns & filling
* Bank Reconciliation
* Monthly regular annexure of VAT with working
* Annual annexure of VAT
* Daily accounting relating to sale, purchase, receipt and payment (Data entry)
* Form C Receivables & Issue of Form C
* Assisting in Vat Audit & Tax Audit
* Finalization of Debtors & Creditors
* Inter Company Reconciliations
* Party wise outstanding reports
* Booking of expenses through journal entries
* Vouching / Auditing

**Samarth Petrochem Pvt Ltd:** Accounts Assistant Aug 2010 to April 2011

**Responsibilities:**

* Bank Transfers
* Bank Reconciliation
* Vendor Payment
* Preparation of Sales invoices
* Data entry regarding Sale, Purchase, Receipts & Payments

**Personal Information:**

Marital Status : Single.

Nationality : Indian

Languages Known : English, Marathi & Hindi

Sex : Female

Date of Birth : 30th March1989.

**Declaration:**

I hereby declare that the information given above is correct and true to the best of my knowledge.