**Name: Sejal**

**Email:** [sejal.381782@2freemail.com](mailto:sejal.381782@2freemail.com)

**Visa Status:** Visit Visa

**Visa Expiry:** 30thSep 2018

**Objectives**

Goal oriented and highly analytical professional in Finance & Accounting with +3 years of experience in the industry looking for an opportunity in an organization where I can utilize my expertise and improve our experience within the organization.

**Professional Skills**

* Good theoretical knowledge of laws
* Excellent knowledge of accounting and auditing laws
* Very well versed with MS-Excel
* Can work efficiently in Tally (All versions)
* Good at quick arithmetic calculation
* Good command over accounting

**WORK EXPERIENCE**

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| **Organization** | **Designation** | **Duration** |
| **ND Patel & Company** | **Article Assistance** | **Aug’14–to Aug’2017** |

**Responsibilities:**

* Income Tax
* Preparation of Computation of Income and Income Tax Returns for Various kinds of assesses
* Preparation of submissions against notices received from the income-tax authorities during the assessment and appeal proceedings
* Proficient in preparation of various Summaries such as sales, purchase working capital, etc.
* Projecting tax liability and calculation of advance tax payable
* Tax audits for Private Companies, individuals and firms
* TDS compliance
* Statutory Audit
* Statutory audit of Private Limited companies engaged in trading and manufacturing businesses
* Vat Audit

1

**Computer Skills**

* Completed 100 hours of compulsory computer training specified by ICAI
* Taxation and TDS Software Known: Winman
* Operating System: Microsoft Windows 7, XP, 10
* Utilities: Ms Office, Accounting Package – Tally 4.5, 7, 9, ERP

**Interpersonal Skills**

* Good oral communication skills
* Can work for a long period
* Manage the stressed condition
* Problem solver
* Multitasking ability

**Academic Qualification**

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|  | **EXAM** | **BOARD/UNIVERSITY** | **PASSING YEAR** |
|  | **C.A**. | Institute of Chartered Accountant of India | Pursuing |
|  | **B.Com** | University of Mumbai | 2014 |
|  | **H.S.C** | Maharashtra board | 2011 |
|  | **S.S.C.** | Maharashtra board | 2009 |

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|  |  | **Personal Details** |
| Date of Birth | : | 21.11.1993 |
| Gender | : | Female |
| Marital Status | : | Single |
| Nationality | : | Indian |
| Languages | : | English, Hindi and Gujrati |

2