**Ms. Jigna**

**Sharjah, UAE**

**Email:** [**jigna-394780@2freemail.com**](mailto:jigna-394780@2freemail.com)

**Summary**

* Result driven and self-motivated Accounts and Audit Assistant having 4+ years of experience in various areas of accounting including Internal Audits and Taxes
* Excellent team player with independent thinking coupled with outstanding problem-solving skills
* Ability to at multi-task in fast pace environment with changing priorities to meet deadlines
* Willingness to learn and achieve expertise while committed to organizational success

**Skills and Certifications**

* Computing: MS Office Suite on Windows Platform
* Accounting: Tally
* Accounting: Oracle
* Completed General Management and Communication Skill Training Part-I, conducted by ICAI
* Completed 100 Hours Advance ITT required as per the Chartered Accountant Regulation
* Completed IT and Orientation Program required as per the Chartered Accountant Regulation

**Education**

Completed Inter C.A. from Institute of Chartered Accountants of India

Bachelor of Commerce from Veer Narmad South Gujarat University, India

**Professional Experience**

**Account Executive** **Dubai, UAE (May’19**

**Responsibilities:**

**–**

**Aug’19)**

* Assisting in the preparation of budget
* Preparing Balance Sheets
* Submission VAT Return
* Resolve financial dispute
* Supporting the finance Manager and executive with projects and tasks when required
* Being a key point of contact for other departments on financial and accounting matters
* Managing records and receipts
* Reconciling daily, monthly and yearly transactions
* Processing Sales invoices
* Developing an in-depth knowledge of organizational products and process

**Audit and Accounts Assistant**

**Responsibilities:**

**Vapi, India (May’17 – Oct’17)**

* Routine book keeping Entries
* Final Account Preparation
* Income Tax Returns for companies, partnership firm & Individuals
* Preparation of Tax Audit Reports
* Concurrent Audit for State Bank of India Daman Branch
* Submission VAT Annual Return
* Submission Service Tax Annual Return and Excise Annual Return
* Scrutiny Submission for VAT
* Finalization Books of Accounts
* Accounting of Companies, partnership Firms and individuals
* Computation of Total Income and Income Tax Liability and filing on line returns
* Audit of Private Limited Companies, Partnership Firms & Individuals
* TDS, Service Tax, VAT and GST related work

**Audit Assistant** **Vapi, India (Feb’17 – Mar’17)**

**Responsibilities:**

* Check Books of Accounts of Company
* Check Compliance Related work like TDS, Service Tax, VAT, PF, Excise, HR
* Audit of Private Limited Companies, Partnership Firms & Individuals

**Audit & Accounts Assistant** **Vapi, India (Feb’13 – Jan’17)**

**Responsibilities:**

* Statutory Audit of Banks
* Routine book keeping Entries
* Final Account Preparation
* Accounting and Income Tax Returns for companies, partnership firm & Individuals
* Internal Audit of Companies
* Preparation of Tax Audit Reports
* Stock Audit
* Computation of Total Income and Income Tax Liability and filing on line returns
* Audit of Private Limited Companies, Partnership Firms & Individuals
* TDS, Service Tax and VAT related work