***MRS.NISHA***

***CONTACTNO 0504753686***

***E-MailID:*** [***nisha-399239@2freemail.com***](mailto:nisha-399239@2freemail.com)



***OBJECTIVE***

*Seekingacareergrowthenvironmentandtoassisttheorganizationtogrowintheconcern industry.*



***WORKEXPERIENCE***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Organization*** | ***Duration*** | | ***Designation*** |  |
| ***From*** | ***To*** |  |
|  |  |  |
|  | *Feb2017* | *Ti****l****date* | *JuniorAccountant* |  |

***NATUREOFWORKEXPERIENCE***

***A)StatutoryCompliance***

* ***IncomeTax***
  + - * + *Reconciliationofledgers&preparingdataforcalculatingmonthlytaxliability&E-paymentofTDS*
        + *QuarterlyTDSReturn&filingcorrectionstatementifany*
        + *Printing&IssuingTDSCertificates(Form16&16A)toVendors&Employees*
        + *PreparingdetailsrelatedtoIncomeTaxAssessment&TDSnoticesasrequiredby IncomeTaxDepartment*
        + *Correspondence&visitsITDepartmentforIncomeTaxrelatedmaters*
  + ***SalesTax***
    - *MonthlyVATPayment*
    - *Co-ordinatewithconsultantforMVATRegistration&documentationrelatedtosame*
    - ***MVATReturn****-Checkingpurchasedetailswithbi****l****s,Verifyingwithledger&purchase**register,PreparedsummaryofVATpaiddeductedMonthly.PreparingMonthly ReturnTemplate*
    - *PreparingforTaxauditlikemakingsalespurchasesummary.PreparingAnnexures*

*704andReconciliationwithbalancesheet.*

* + - * ***GST***
* *MonthlyPaymentofGST*

*ComputationformonthlyfilingofGSTR1&GSTR3Breturns*

*VerifyingLedgers&form 2AfortakingcreditandpassingrelatedentriesforITC*

*claimed&utilised*

*Onlineadditionandmodificationsinregistrationdetails*

* ***OtherStatutorywork***
  + *CalculatingyearlyandE-paymentofProfessionTax.*

*CorrespondencewithGovernmentdepartmentregardingthetaxationmater PreparingMonthlyStockStatementtosubmitBank.*

*1*

* 1. ***Finalization***
     + - *Debtors,CreditorsLedgerReconciliation,fo****l****owupforconfirmations*
       - *PreparingvariousreportsandworkingrelatedtoBalanceSheet,IncomeTaxReturn& AuditReport*
       - *Reconciliationof26AS&fo****l****ow-upforTDScertificates*
       - *Co-ordinatingwithauditors&solvingqueriesregardingAudit*

1. ***Others***
   * + *Checkingpurchase&salesinvoicesaspernorms*
     + *Checkingstockregister&Preparingstockstatement*
     + *BankReconciliation&paymententriesinTa****l****y*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ***Organization*** | | | ***Duration*** | | ***Designation*** |  |
|  |  | ***From*** | ***To*** |  |
|  |  |  |  |  |  |  |
| *2.SpaceCreativeDesigner* | | | | | *November* | *June2012* | *AccountExecutive* |  |
|  | *(Jogeshwari,Mumbai)* | | | | *2008* |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | *August2013* | *November* | *AccountExecutive* |  |
|  |  |  |  |  |  | *2015* |  |  |
|  | ***NATUREOFWORKEXPERIENCE*** | | | |  |  |  |  |
|  | ***A) IncomeTax*** | | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*Reconciliationofledgers&preparingdataforcalculatingmonthlytaxliability*

*E-paymentofTDS*

*PreparingquarterlyTDSReturninTaxbasesoftware*

*CheckingTDSdefaultnoticesandrevisingreturnsasrequired*

*AssistinginpreparingannexuresforTaxAuditandIncomeTaxReturnfiling*

*accordingtoBalanceSheet,P&LA/c&StatementofIncome*

*AssistinginpreparingdetailsrelatedtoIncomeTaxAssessment&TDSnoticesas*

*requiredbyIncomeTaxDepartment*

*OthercorrespondencerelatedtoIncomeTaxmaters.*

***SalesTax***

* + *MonthlyVATPayment*
  + *Co-ordinatewithconsultantforMVATRegistration&documentationrelatedtosame*
  + ***MVATReturn****-Checkingpurchasedetailswithbi****l****s,Verifyingwithledger&purchase**register,PreparedsummaryofVATpaiddeductedMonthly.Preparingquarterly ReturnTemplate*
* *AssistingtoVATauditi.e.preparingandreconcilingdatawithfinancialstatement, detail workingforfilingannexurefor704.*

***ServiceTax***

* *Reconciliationofledgers&preparingdataforcalculatingmonthlytaxliability*
* *E-paymentofServiceTax*
* *PreparingdataanddocumentationforServiceTaxRefundclaimedforexportrelated transactions*
* *AssistinginpreparingdetailsrelatedtoServiceTaxNoticeasrequiredbyServiceTax Department*

*2*

1. ***Otheraccountingwork***

*PassingDaytoDaydataentryinta****l****y.Bankreconciliation.*

*PassingvariousjournalandpaymententriesinTa****l****y*

*Supporttheexternalauditincarrying-outandensuringtimelycompletionofaudit.*

*Reconciliationofvendor’sledgersforthepurposeofissuing&receivingstatutory*

*formi.e.C/H*

*AssistingtoVATaudit&SalesTaxAssessment*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Organization*** | ***Duration*** | |  | ***Designation*** |  |
| ***From*** |  | ***To*** |  |
|  |  |  |  |
| ***3.****Ajeet&co.,* | *May2013* | *January2017* | | *TaxationExecutive* |  |
| *(Ghatkopar,Mumbai)* |  |  |  |  |  |

***NATUREOFWORKEXPERIENCE***

1. ***IncomeTax***
   * *Reconciliationofledgers&preparingdataforcalculatingmonthlytaxliability*
   * *E-paymentofTDS/TCS,AdvanceTax*
   * *PreparingquarterlyTDS/TCSReturninRPUsoftware(NSDL)*
   * *Generating&issuingTDSCertificates(Form16A)toVendors*
   * *UploadingForm 26ASandreconciliationofthesamewithcustomer’sledgerand fo****l****ow-upforTDScertificatesreceivable*
   * *AssistinginpreparingannexuresforTaxAuditandIncomeTaxReturnfilingaccording toBalanceSheet,P&LA/c&StatementofIncome*
   * *AssistinginpreparingdetailsrelatedtoIncomeTaxAssessment&TDSnoticesas requiredbyIncomeTaxDepartment*
   * *OthercorrespondencerelatedtoIncomeTaxmaters*
2. ***Otheraccountingwork***
   * *BankPayment&Journalentriesrelatedtotaxpaymentandreconciliationofledgers afterpayment*
     + *Supporttheexternalauditincarying-outandensuringtimelycompletionofaudit.*
     + *Reconciliationofvendor’sledgersforthepurposeofissuing&receivingstatutoryform*

*i.e.C/H/I/F*

* + - * *AssistingtoVATauditi.e.preparingandreconcilingdatawithfinancialstatement, detailworkingforfilingannexurefor704.****Internet&emailing*** *Netsurfing,TravelArrangement,Composing&replyingtoemails*
      * ***DailyCorrespondence***

*Drafting&TypingofLeters,AtendingPhoneCa****l****s,Inward&OutwardCourier*

* + - * ***Handlingotherday-to-dayadministrativeactivities***

*3*

*Lookingafterstationerystock,MaintenanceofPrinters,Faxesetc*

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***EDUCATIONALQUALIFICATION***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Degree*** | ***Year*** | ***Institute/University*** | ***Grade*** |
|  |  |  |  |
| *BCOM* | *2011* | *MUMBAI* | *52.00%* |
|  |  |  |  |
| *HSC(XIStd.)* | *2007* | *MUMBAI* | *69%* |
| *SSC(XStd.)* | *2005* | *MUMBAI* | *60.40%* |



***TECHNICALQUALIFICATION***

* *We****l****versedwithMSWindows,MSOfficeandInternetApplications*
* *KnowledgeofaccountingSoftwarei.e.Spectrumsoftware,Quickfasoftware,Ta****l****y7.2& Ta****l****y*
* *EnglishTyping–30wpm*



***PERSONALDETAILS***

|  |  |  |
| --- | --- | --- |
| ***DateofBirth*** | ***:*** | *27/12/1989* |
| ***MaritalStatus*** | ***:*** | *Married* |
| ***Gender*** | ***:*** | *Female* |
| ***LanguagesKnown*** | ***:*** | *English,HindiandMarathi* |



***STRENGTHS***

* *Punctual*
* *HardWorking*
* *Quicklearner*

*Iherebydeclarethata****l****theinformationprovidedbymeinthisapplicationisfactualand correcttothebestofmyknowledgeandbelief.*

*Date:* *Signature:*

*4*