

HARSHAD K. PATEL

Contact No.: 8767153579/8356840770

Email id:harshadkpatel25@gmail.com;

EDUCATION QUALIFICATION:

- B. Com. from Mumbai University, March 2013
- HSC from Mumbai University, February 2009
- SSC from Maharashtra Board , March 2007

WORK EXPERIENCE :

EXPERIENCE IN MUKESH AND ASSOCIATES ,KANDVALI ,MUMBAI

AS AN (ARTICLE ACCOUNTANT) (20TH January 2014 to till 30TH JUNE,2017)

EXPERIENCE IN VRAJ CEMENT CARRIER LLP , ANDHERI ,MUMBAI

AS AN (ACCOUNT EXECUTIVE) (01st JULY 2017 to 15th Dec 2019)

**EXPERIENCE IN WINEVER INDUSTRIAL ENTERPRISES PVT LTD , NARIMAN POINT
,MUMBAI AS AN (ACCOUNT EXECUTIVE) (01st Feb 2020 to till date)**

- Updating Payment & Receipt Entries in Tally.ERP 9.
- Updating Purchase & Sales Entries in Tally.ERP 9.
- Preparation of Monthly Bank reconciliation Statement for all individuals & Companies.
- Preparation of Daily updated Stock Statement.
- Preparation of Service tax, Sales Tax, Vat Tax.
- Preparation and filing of TDS returns for companies.
- Reconciliation of party ledgers Accounts.
- Checking of Monthly Account Statement.
- Preparation and filing of TDS returns for companies.
- Generation of Form 16A for the company returns filed.
- Reconciliation of TDS Ledgers with the return filing for all companies.
- Follow up TDS returns filed and filing of correction returns if required.
- Preparation of Monthly Bank reconciliation statement for all individuals, Huf's and Trust.
- Preparation of Advance tax Computations for Individuals, Huf's and Trust.
- Maintenance of Individual accounts in Tally.
- Compilation of data for Income tax return filing.

- Maintenance & Compilation of Tds Details of annual returns Income tax.
- Preparation and filing of GST returns for companies.
- Preparation of Back up papers for Statutory Audit, Internal Audit, Tax Audit, Secretarial records.
- Coordinating of Statutory Audit, VAT Audit, Tax Audit.
- Statutory Audit of Company, Individuals, Firm. Preparation of Report and Balance sheet, Secretarial Compliance of Small private Companies.
- Tax Audit of Company, Individual Firm, Preparation Report and Balance sheet.

ADDITIONAL QUALIFICATION:

- Having Computer Knowledge of Microsoft Word, Excel, Power Point, and Internet
- Tally Versions 7.2, 9.0., ERP 9.

PERSONAL DETAILS:

Permanent Address : B-2/9,B- Highway View Apt, Kurar Village,
Malad East,Mumbai-400097.

Date of Birth : 25th November 1991

Marital Status : Unmarried

Languages Known : English, Hindi, Marathi and Gujarati

Hobbies : Music, Cricket, Dancing

Hoping for favorable reply.

Thanks & Regards,

Harshad Kanjibhai Patel