

# ASHWINI YAMANAJI JADHAV

Indira Nagar Rahivasi Sangh,  
Behind Mahim Bus Depot, Mori Road,  
Mahim (West), Mumbai -400 016.  
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## CAREER OBJECTIVE :

To pursue a dynamic and challenging career with an organization of repute, which provides a value addition to the organization as well as offers opportunity to enhance professional skills, abilities and enriches experience.

## PROFESSIONAL QUALIFICATION :

- Certified Professional GST Course from The Institute of Cost and Management Accountants of India (ICMAI) – July 2018.
- Appeared CA-IPCC from The Institute of Chartered Accountants of India (ICAI).

## ACADEMIC QUALIFICATION :

Degree	University / Board	Year of Passing	Percentage	Class
M. COM (Finance)	Mumbai University	2019	56.12%	Pass
B. COM	Karnataka State Board	2013	86.42 %	First
H. S. C	Karnataka State Board	2010	66.00 %	First
S. S. C	Karnataka State Board	2008	62.56%	First

## ARTICLESHIP / WORK EXPERIENCE :

Name of the firm : Agnihotri & Associates  
Location : Bandra (East), Mumbai  
Articleship Period : 23<sup>rd</sup> Dec, 2013 to 22<sup>nd</sup> Dec, 2016  
Work Experience : 23<sup>rd</sup> Dec, 2016 to till date

## KEY RESPONSIBILITIES & LEARNINGS :

- Maintaining, preparing, finalizing and filing GST Returns (TRAN-1,GSTR-3B, GSTR-1,etc).
- Compliances to Notices for Verification of Transitional Credit claimed in TRAN-1.
- Maintain and organize companies accounts and records.
- Prepare financial and accounting statements and reports.

- Prepare Project Reports.
- Preparation of Income Tax, TDS, Sales Tax, Service Tax, Company Returns.
- Conduct & Preparation of Tax Audit Report, Statutory Audit Report, VAT Audit Report, Service Tax Audit Reports.
- Rectification Work in Income Tax, TDS.
- Compliances to Notices u/s 142(1), 143(2) & attending Scrutiny Hearing.
- Filing of appeals to CIT (Appeals) & Hearing of appeal etc.

### **COMPUTER SKILLS :**

- Underwent 100 hours ITT Training of ICAI.
- Exposure to Accounting Packages viz. Tally ERP.
- Familiar with Winman Income Tax & TDS Software.
- Conversant in MS Office(Excel, Word, Power Point).
- Familiar with Internet.

### **PERSONALITY TRAITS :**

- Sincere, Punctual, Cooperative and hardworking capability.
- Self-motivated&never give up attitude.
- Positive Thinker.

### **PERSONAL DETAILS:**

**Date of Birth** : 12<sup>th</sup> June, 1993  
**Gender** : Female  
**Nationality** : Indian  
**Languages known** : English, Hindi, Marathi,Kannada  
**Soft Skills** : Reliable, Cheerful, Helpful, Quick learner, Patient.

### **DECLARATION :**

I hereby declare that all the above details are true and correct to the best of my knowledge.

**Date :**

**Place : Mumbai**

(Ashwini Jadhav)