

RESUME

Ashwini Rahul Gore

E-Mail Id – ashwinigore2701@gmail.com

CARRIER OBJECTIVE:-

Looking for an assignment with a professional organization, where ethics and hard work are appreciated want to grow along with the organization through contribution at all steps.

EDUCATIONAL QUALIFICATION:-

Passed in Class	Name of Institute
B.Com	Mumbai University
H.S.C	Mumbai Board
S.S.C	Mumbai Board

TECHNICAL QUALIFICATION:-

- Done Diploma in MS-office, Tally and Basic Knowledge of Internet.

WORK – EXPERIENCE:-

- Worked with Shree Krishna Electrical as a Account assistant since September 2015 to November 2016
- Worked with Excellent Electronics Pvt. Ltd as an Junior Accountant from December 2016 to December -2018
- Worked with Vesteria as an Accountant from March 2019 to October 2019
- Currently working in a CA firm **Amit Y Parekh & Co.** as an Tax Executive from November 2019 to till date.

RESPONSIBILITIES & DUTIES IN A COMPANY AS AN ACCOUNTANT:-

- Collaborate with C.A to support various accounting projects and activities.
- Prepare daily bank statements, TDS Statements for filling TDS return by C.A.
- Pass Necessary/ Journal entries as per established & statutory accounting standards.
- Bank reconciliation, Ledger reconciliation.
- Prepare & Provide financial information for auditing when needed.
- Process payments & Invoices accurately & timely as per company rule.
- All other accounting work as per the instruction from C.A
- Preparation of cheque & vouchers on daily basis
- Maintaining cash book
- Maintaining books of accounts and finalization of the accounts GST return filing.
- Timely payment of all statutory payments and filing of returns
- Preparation of cheque after approval of bill payments before due date.
- Payment Follow up to clients.

RESPONSIBILITIES & DUTIES IN A CA FIRM AS AN TAX EXECUTIVE:-

- Prepare tax calculations of GST
- Ensure timely and accurate filing of GST returns
- Preparing Financials & filing Income Tax return of Individual's, LLP's as well as Companies .
- Filing PTRC & PTEC return.
- accuracy, pride in work and strong attention to detail while Audit
- dealing with clients on the telephone and face to face with confidence in a Audit case
- strong client focus to ensure the highest service given to clients at all times

PERSONAL DETAILS:-

NAME : ASHWINI RAHUL GORE

ADDRESS : Flat no. 102/4B, Jai Malhar Apartment,
Shedung, Raigarh-410221

DATE OF BIRTH : 06 / 10 / 1994

MARITAL STATUS : Married

GENDER : Female

RELIGION / NATIONALITY : Hindu / Indian

CONTACT NO. : 8652076430

LANGUAGES KNOWN : Marathi, English & Hindi

HOBBIES

- Singing
- Listening Music,
- Travelling

DECLARATION

I hereby declare that the above mentioned information I give is best up to my ability.

PLACE: NAVI MUMBAI

SIGNATURE

DATE :

(ASHWINI RAHUL GORE)