

ACCOUNTANT

Results-driven accountant with 4 years of specialized experience in income tax, GST, TDS, and TCS compliance. Seeking to leverage expertise in tax regulations and financial reporting to contribute effectively to P.Dhameliya & Co. Proven ability to analyze complex financial data and ensure regulatory compliance.

WORK EXPERIENCE

ACCOUNTANT

P. Dhameliya & CO.

January 2020 - Present

• Income Tax and GST Account

- Managed the preparation and filing of income tax returns for individuals, partnerships, and corporations using Profit NX software, ensuring compliance with applicable tax laws and regulations.
- Conducted tax planning and analysis to minimize tax liabilities and maximize deductions for clients.
- Researched and interpreted tax laws, rulings, and regulations to provide accurate tax advice and guidance.
- Assisted clients in responding to tax notices and audits from tax authorities, resolving issues and minimizing penalties.
- Prepared financial statements and reports related to income tax matters for internal and external stakeholders.
- Handled GST sale and purchase billing, ensuring compliance with GST regulations and timely submission of returns.
- Implemented e-invoicing system for efficient generation and exchange of electronic invoices, streamlining the billing process.
- Ensured accuracy and completeness of sale and purchase billing records, facilitating smooth audits and financial reporting.
- Proficient in filing GSTR-1, GSTR-3B, GST annual return, conducting GST audits, and possessing comprehensive knowledge of all GST-related matters.

• TDS/TCS

- Managed the compliance of Tax Deducted at Source (TDS) and Tax Collected at Source (TCS) for the organization using I-Tax software, ensuring accurate calculation, deduction, and timely deposit of taxes.
- Prepared and filed TDS and TCS returns in compliance with regulatory requirements.
- Conducted periodic reviews of TDS and TCS processes, identifying areas for improvement and implementing corrective actions.
- Collaborated with internal teams to ensure proper documentation and reporting of TDS and TCS transactions.
- Provided guidance and training to staff on TDS and TCS regulations and procedures.

RELEVANT SKILLS

- Proficient in tax compliance software such as Profit NX for GST, Income Tax, and I-Tax for TDS and TCS
- Strong knowledge of income tax laws, GST provisions, and TCS regulations
- Experience with MS Office suite, including Word, Excel, and PowerPoint, for creating documents, spreadsheets, and presentations
- Certificate in Course on Computer Concepts (CCC) showcasing proficiency in basic computer operations and concepts
- Familiarity with scanning software for digitizing and organizing documents
- Proficient in Internet Explorer for research and accessing online resources
- Excellent communication skills demonstrated through direct interaction with clients, providing clear explanations and guidance on tax matters
- Proven ability to handle client inquiries, resolve issues, and build strong client relationships

EDUCATIONAL HISTORY

B.COM

SMT. N.C. Gandhi & B.V. Gandhi arts & commerce mahila collage Bhavnagar,
2019

LANGUAGE

English
Hindi
Gujarati

Thank you for taking the time to review my application. I truly appreciate your consideration and hope to have the chance to prove through my dedicated work for your company.

Sincerely,
Hemali Khadela