



Akash Donde

Sales Tax Assistant

DOB : 15-Jan-1993



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Rajat Park Row House no : 18 , D.G.P.
Nagar no- 02 , Ambad Nashik-422010

ABOUT ME

I Would Like a Career that gives me rich exposure through diverse assignment and working with of high caliber. I would constantly look out for challenges, which would help me achieve my personal and professional goal.

- MSCIT
- TALLY ERP9
- TYPWING ENGLISH 50 WPM
- TYPWING MARATHI 40 WPM
- MARATHI SHORTHAD 100 WPM

Education

Master Degree

University of Pune / Nashik / 2018

Bachelor Degree

University of Pune / Nashik / 2016

Work Experience

Sales Tax & Audit Assistant

Ganesh Birade & Associates / Nashik / Feb-2020 - Present

GSTR Returns Filing - GSTR-1 , GSTR-3B, Annual GSTR-9 Reconciliation
GSTR-2A Reconciliation, GSTR-2B Reconciliation, IFF (QRMP) Schemes
VAT Returns, Professional Tax Registration & Yearly Returns

Despatch Staff

MSL Drivelines Systems / Nashik / Nov-2018 - Aug-2018

As a Computer Operator for Making Invoice(Billing), E-way Bill and
Regular Documentaton Work

Accountant & Administration Head

Akshay Udyog / Nashik / April-2017 to Nov-2018

Work : purchase ,sale,entry ,bank reconsilation ,filing d/c challan making
Disptach, Outsourcing , GST Return Filling, Administrative Work

Accountant & Administration Head

Kishor Enterprises Nashik / Feb-2014 - Feb-2016

Work : purchase ,sale,entry ,bank reconsilation ,filing d/c challan making
Disptach, Outsourcing , GST Return Filling, Administrative Work

Internship

Junior Accountant

Growmore Accounting Systems

Work : purchase ,sale,entry ,bank reconsilation ,filing d/c

Case

Akshay Udyog - Bank Relising Case Due to Unpaid Vat Tax

Other Job Profile & Contentce:

- 1 Sortout Out Company Pending Issues Likes Accounts & Administrative by Leadership
- 2 Ready to Visit Time to Time our Clients and supplier Regarding Account & Adminst. Issues
- 3 Payment Recovery with consideration of Authorised Person
- 4 Ready of solving accounting issues by Locals & State tax department.
- 5 Any types of Legal and Frame Works .
- 6 Banking and Other Financial Works.

Date:

Place: Nashik.

Mr. Akash N.Donde