

Labaniya Alshetti

Looking to secure a position with a well-established organization in a stable environment that will lead to a lasting relationship in the field of Accounts and Finance.

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WORK EXPERIENCE

MARKSON & CO -Accounts Executive

May 2024 and onwards

- Tax Audit u/s 44 AB
- Preparation of Revenue Reconciliations between revenue as per books of accounts and GST returns & Reconciliations of Input Tax Credit in books of accounts with the GSTR2A, GSTR 2B etc
- GST Registrations and addressing queries raised by clients and providing compliance services. under GST laws which includes filing of GSTR 1, GSTR 3B, GSTR 9 & 9C.
- Filing TDS/TCS Return.
- Preparation and filing of income tax returns of individuals (ITR1, ITR3, ITR4, ITR 5).
- Balance Sheet Preparations & Finalizing.
- Preparing Form 15 CB, 15CA for Foreign Remittances
- Tally Entries of Various companies & Booking Keeping

Rav Bhardwaj & Co – Junior Executive

Dec 2022 – Aug 2023

- Roles and Responsibilities: (Junior Executive)
- Assisting in finalization of Financial Statements of Greater Noida Industrial Development Authority.
- Preparing calculations of Outstanding Principal, Interest & penal interest in case of Long-Term Leases.
- Preparing & calculating GST Liabilities.
- Preparation & filing of TDSReturns

Kedia Dhandharia & Co- Article Assistant

June 2018 - Aug 2021

Accounting

- Preparing Financial Statements including Balance Sheet, Statement of Profit & Loss Account and other reconciliations in accordance with the financial reporting framework applicable to the designated entities and prepared Cash Flow Statements.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.

Statutory Audit

- Assisted in planning and executing Statutory Audit of clients in manufacturing, retail trade & government organizations.
- Reviewing compliance with Accounting Standards, IND AS and CARO.
- Performed audit procedures over purchase, sales, debtors, fixed assets, cash and bank balances, deferred tax, depreciation etc.
- Preparation of Audit Report of Private companies and Non-profit Companies.
- Performed tasks such as ledger scrutiny, Debtor Ageing, Creditor Ageing, opening balance confirmation, Ratio Analysis, and drafting of audit report.

Indirect Taxation

- GST Registrations and addressing queries raised by clients and providing compliance services.under GST laws which includes filing of GSTR 1, GSTR 3B, GSTR 9 & 9C.
- Preparation of Revenue Reconciliations between revenue as per books of accounts and GST returns & Reconciliations ofInput Tax Credit in books of accounts with the GSTR2A, GSTR 2B etc.

Direct Taxation

- Preparation and filing of income tax returns of individuals (ITR1) & (ITR4).
- Assisted in compliance with income tax demand notice.
- Fling TDS Returns, Professional Tax payments etc.
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EDUCATION

May 2024	CA FINAL(GROUP II)	ICAI	55%
May 2019	CA IPCC	ICAI	53%
Nov 2016	CA-CPT	ICAI	57%
2016-2019	B-COM	UNIVERSITY OF CALCUTTA	61%
2016	Higher Secondary	ISC	89%
2014	Secondary	NIOS	63%

Technical Skills:

- Completed Information Technology Training as per ICAI in April 2018.
- Completed AICITSS - Advanced Information Technology as per ICAI in January 2021
- Completed ICITSS - Advanced MCS Course as per ICAI in December 2020
- Software Skills: MS Excel, MSPowerPoint, MS Word, Knowledge of Tax and Accounting Software Packages, Genius.
- Strengths: Planning and Analytical Skill, Flexible and Adaptable, Quick Learner.

PERSONAL DOSSIER

Languages Known: English & Hindi | Interests & Hobbies: Reading books, Travelling & Music,

