




RADHIKA MISTRY

 A-78, SAMRUDDHI BUNGLOWS, NR. PRATHNA
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 9428258707
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GENDER: FEMALE | DATE OF BIRTH: 01/08/1998 | NATIONALITY: INDIAN

RESUME

PROFESSIONAL EXPERIENCE :-

ARTICLE ASSISTANT

(AUG2018 TO AUG2021)

SHAH & NAGORI CHATERED ACCOUNTANTS,
AHMEDABAD : -

1. Associated in Income Tax audit
2. Income Tax return form preparing for different person e.g., Individual, Partnership Firm, Company, Etc.
3. Associated in Ledger scrutiny, Purchase/Sales vouching for income tax audit.
- 4 Associated in GST audit
- 5 Prepare and file various GST monthly returns like GSTR 1 & 3B.
- 6 Prepare and File GST annual return GSTR 9.
- 7 Prepare and file GST audit report for various person e.g., Individual, Partnership Firm, Company, Etc,
- 8 Prepare documents for Project Financing for maximum loan amount to 500 Lacs.
- 9 Prepare various certificates like turnover certificate, Net worth Certificate, Shareholding Certificate, etc.
- 10 Internal Audit assistant for Private Limited Company.
- 11 Monthly TDS calculation for Private Limited Company.
- 12 Prepare and represent GST officer a Notice reply.
- 13 TDS Return Filing

AUDIT ASSISTANT

(DEC 2023 TO JUNE 2024)

SHAH SOMAIYA MALVI AND ASSOCIATES CHATERED
ACCOUNTANTS,
ANKLESHWAR : -

1. Physically stock check and verified.
2. Internal audit checked.

OTHER Experience : (Dudhara Dairy Intrernal Audit Assitant)

1. MIS, Cash flow statement, Profit and loss account & Balance sheet for company.
2. Booking of Vendor Invoices - MIRO In SAP programmed.
3. Booking of Import Freight & Export clearance Custom duty invoices processing in SAP
4. Booking of Expenses through FI entries in SAP
5. Processing of Debit Notes & Credit Notes
6. Vendor Payment Process in SAP
7. Vendor line item clearing
8. GRIR Clearing
9. Employee Reimbursement processing
10. Monitoring of routine & regular fixed expenses and providing Provision for Month end / Quarterly closing
- 12 Vendor Account Reconciliations and resolution
13. Vendor Balance Confirmations
14. Bank Reconciliation in SAP
- 15 .MIS Reports –
Open GRIR, Open Advances, Open
POs,
16. Control & Responsibility of Accounts Documents.
17. Prepares posts, verifies and record customer payments and transaction related to account receivable.
18. STOCK JV Prepare in SAP .

EDUCATION

B. Com – FIRST CLASS

VEER NARMAD SOUTH GUJRAT UNIVERSITY

HIGHER SECONDARY SCHOOL EXAMINATION – 73%

GSEB

SECONDARY SCHOOL EXAM -55%

GSEB

COMPUTER SKILL SET :-

- Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power Point, Microsoft Access, Microsoft Outlook.
- Tally ERP, Tally Prime, ClearTax GST, Income tax software , Busy Accounting Software
- SAP – ACCOUNTING TCODE are Easily Operate – (FB60 ,MIRO, FB50 , FB 70, FBCJ ,FS10N, FBL1N , FBL3N , FBL5N, FK03 ,F.01 , F.08 , ZFI024 ,MB52 , MB51, FK10N,ZFI_ASSET ,FD10N , FAGLL03 ,ZFI037N,MIGO,ME23N ,ME2M , ME2N, ME81N ,ME2L , ME80FN , MB25 , MB21 , MR8M ,MB23 , MM01 , MM60 ,ZFI109 , ZFI037 , F-02 , F-04 , STOCK JV)

INTER PERSONAL SKILL

- Ability to rapidly build relationship and set up trust.
- Positive attitude, Patience & Quick learner.
- Confident and Determined.

PERSONAL PROFILE

- Age : 25 YEARS
- Marital Status : Unmarried
- Father's Name : Dineshchandra mistry
- Languages Known : Gujarati, Hindi & English.

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Radhika Mistry