

Shreeya Pravin Shinde

Address: Mody House, 3rdFloor, Room No 23, Padamji Street, Near Dreamland Cinema , Grant Road , Mumbai 400004.

Mobile: 9757298701

E-mail: shreeya.shinde105@gmail.com

Career Profile

I am Senior Taxation Executive aspiring Master of Financial Management with excellent management skills looking forward to be integral part of finance industry. I am rated to possess good academic, analytical and communication skills. An Experienced executive professional with over 6 years of expertise in field of TDS return filing, TDS demands clearing and GST return filling and compliance matters.

Experience& Employment detail		
Duration	Organization	Role
4 th January 2016 till date	SLM & Co LLP, Chartered Accountant	Senior Tax Executive

Professional Experience

Type of Work	Work Handled
Goods and Service Tax (GST)	<ul style="list-style-type: none">❖ GST Registration of Individuals, Firms and Companies❖ GST Return filing GSTR-1, GSTR-3B, GSTR-4❖ Input Tax Credit, Reco-Match GSTR2A and GSTR2B with books to minimize differences and to maximize ITC set off.❖ Generation of E-Way bill❖ GST Payment with Interest and Penalty❖ All GST Compliances and reverse charge❖ Supervision of Revenue aspects in terms of GST working for Client's Business.
Tax Deduction at Source (TDS)	<ul style="list-style-type: none">❖ Handling TDS on salary as well as non salary returns for more than 120 clients.❖ Making Tax workings for clients.❖ Solving TDS demands on TRACES site and handling compliance.❖ Handling Equalization Levy, TDS on Rent Property, TDS on sale of property returns
Tax Collection at Source (TCS)	<ul style="list-style-type: none">❖ Handling TCS returns for more than 20 clients❖ Rectifying tcs returns on TRACES site❖ Solving TCS demands and handling compliance.
Accounting	<ul style="list-style-type: none">❖ Accounting work up to finalization of Accounts❖ Computerized Accounting of business work like-Purchase, Sales,❖ Journal, Debit Note, Credit Note, Stock Register, Post Date❖ Cheque(PDC) Receipt(RR), Payment (PR) etc.

Income Tax	<ul style="list-style-type: none"> ❖ Preparation and submission of Income Tax Return for Individual ❖ Drafting submissions, letters and responses to be submitted before the Assessing Officer.
Payments	<ul style="list-style-type: none"> ❖ Making statutory payments of TDS , TCS, GST, Custom Duty, Provident Fund, Employee State Insurance Corporation , TDS on sale of property , TDS on rent property , Equilization Levy
Management	<ul style="list-style-type: none"> ❖ Leading the TDS and GST team of the firm consisting of 7 people ❖ Planning of tasks with partners and team mates, co-ordinating within team to ensure smooth flow of work. ❖ Managing and training interns on client specific assignments.

Academics Qualifications			
Year	Examination	Board/University	Percentage/Grade
June 2019	MBA	The Jamnalal Bajaj Institute of Management Studies	Results are awaited
April 2017	M Com	University of Mumbai	A Grade
April 2015	T.Y BCom	University of Mumbai	O Grade
Feb 2012	H.S.C	Maharashtra State Board	74.17%
Mar 2010	S.S.C.	Maharashtra State Board	81.82%

Professional Competencies

- Well versed in Tally (ERP 9, Release 6.6.3 with GST) , Tally Prime
- GST compliance software viz web gst software , government site software for correction.
- TDS/TCS compliance software viz ca office , sensys software , government site software.

Achievements

- Awarded for being most efficient employee in 2017

Personal Information

Date of Birth :- 6th August, 1994
 Gender:- Female
 Marital Status:- Unmarried
 Languages known:- English, Hindi, Marathi