



HENA URMIT SHAH

DATE OF BIRTH: 12th August,1996

ADDRESS: Andheri, Mumbai.

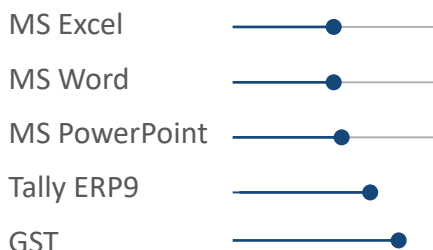
MARITAL STATUS: Un-Married

+91 8097015164

hena.shah145@gmail.com



KEY SKILLS



LANGUAGES



HOBBIES

Movies Music
Cricket Dancing



CERTIFICATIONS

- TALLY.ERP9 COURSE
- CERTIFICATE COURSE IN OFFICE AUTOMATION COURSE
- CERTIFIED COURSE IN ADVANCED COMPUTERISED ACCOUNTING

Also have experience on working accounting softwares like:

- Quick books And
- Zoho Books.



CAREER OBJECTIVE

Looking forward to a bright career, where I can scale new heights of success and also I would like to expose myself in an environment, where my keen interest and abilities would add the value and will help me to grow while fulfilling the organizational goals



Job Experience

GOHEL & ASSOCIATES LLP
ACCOUNTS EXECUTIVE
July 2017 to Aug 2020

Carried out responsibilities like Filing GST (annually, monthly and quarterly) returns, Managing All accounting transactions, Bank Reconciliation, ROC Compliance, DSC Renewal, Making 15CA-CB certificates.



Job Experience

MN & Co. Chartered Accountants

ACCOUNTS EXECUTIVE
Sep 2020 to May 2022

Carried out responsibilities like Filing GST & TDS (annually, monthly and quarterly) returns, TDS 26QB & 26QC Returns, Managing All accounting transactions, Bank Reconciliation, ROC Compliance (LLP - Company formation forms & Annual Return forms), DSC Renewal, Making 15CA-CB certificates and other CA certificates, Individual Income Tax Returns.



Job Experience

N. D. Savla & Associates
Chartered Accountants

ACCOUNTS EXECUTIVE
May 2022 to till date

Carrying out responsibilities like managing all Sales, Purchase & Bank transactions on day to day basis, Bank Reconciliation, TDS return filing and Filing TDS revised returns.



EDUCATION

COURSE	UNIVERSITY	YEAR OF PASSING	AGGREGATE PERCENTAGE
MCOM	Mumbai	2019	Cleared
BCOM	Mumbai	2017	66.72%
HSC	Maharashtra	2014	73.38%
SSC	Maharashtra	2012	71.64%