

EDUCATION		
B.com Hons	R.K.Talreja of Arts, science and commerce, Mumbai University	2020
Class XII	R.K.Talreja of Arts, science and commerce, Mumbai University	2017
Class X	T.M.S High School	2015
WORK EXPERIENCE		
Relationship Manager Priyanka Finserve Private Limited	<ul style="list-style-type: none"> Conducting Portfolio review meeting Provide goal based financial planning and investment advisory Develop and execute retirement planning Manage client relationships Implement risk management and tax planning strategies 	Sept'23- Jun'24
Admin & Accountant Priyanka Finserve Private Limited	<ul style="list-style-type: none"> Maintenance of accounts in Tally Prime Handling notices of ITR Income Tax Return filing Maintaining records and preparing documentation GST & TDS Filling Preparing summary of income report Maintaining accounts in Tally 	July'23 - Aug'23
Accountant Sachin Mhaske & Associates	<ul style="list-style-type: none"> Accounts maintenances and Bank transaction MC Cordination & periodical report to MC GST & TDS Filing Raising periodical maintenance bill and helps in member dues follow up and letter Maintaining statutory registers required by society 	Mar'23 - July'23
Self Employed	<ul style="list-style-type: none"> GST Filling & ITR Filing GST registration Udyam & Gumasta Registration 	Feb'22 - Present
Accountant Kamlesh P Chandora & Associates	<ul style="list-style-type: none"> Manage Accounting activities to ensure compliance with accounting principles, policies and external audits. Review and analyse the Balance sheet, Income Statement & Cashflow Statement and month end reports. Prepare and analyse Projected Financial Statment. ITR ,GST & TDS Filling. 	Mar'21 - Feb'23
SKILLS		
Accounting Skills: Account Finalization, Taxation, Financial Accounting & Auditing Finance Skills: Asset Management, Portfolio management, Financial Modelling & Tax Planning IT Skills: MS Office & Tally ERP Soft Skills: Time management, Attention to detail, Good communication, Client service orientation, Work ethic Languages: English, Hindi & Marathi		
CERTIFICATIONS		
Zebra Learn: Financial Modelling & Valuations NISM: NISM VA- Mutual Fund Distributors		