

ASHISH MISHRA

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C1 204 Haria's Dream Park Mira Bhayandar Road Mira, Thane, 401107,
MAHARASHTRA (IN)

PROFESSIONAL SUMMARY

- Looking to work with your organization where I could enhance my knowledge and experience on legal aspects while working with experience person, I would like to work in Audit field mostly.
- Currently Pursuing MBA In Finance & CA Inter Group 1 Cleared

EXPERIENCE

October 2024-Present

CNK & Associates LLP,

- Working as GST Assistant, Handling GST Compliance and Audit ie GSTR-9 & 9C.
- Work with Etihad Airway, Gulf Air for their GST Return and GST Audit

Dec 2022 – August 2024

Audit Manager, VP Agarwal & Co.

- Preparing the Concurrent Audit Report for IDBI Bank and Bank of India.
- Preparing and verifying the KYC Audit Report of BOI.
- Experience in Bank Audit i.e., Preparing LFAR of State Bank of India at Kharghar Branch and Belapur Branch
- Stock Audit of pharmaceutical Company and Steel Industries and Banks
- Preparing Financial Statement and Doing GST Audit Statutory Audit and Tax Audit Report for Various Client.
- Preparing the Internal Audit Report of Small Companies of the Firm.
- Tally entries of sales and purchase of different companies, expenses handling, all types of accounting tally entries. Maintaining of Books of Accounts of Various assesses
- Preparing GST import and export refund application
- GST Filling of Various Assessses
- Some extra work i.e., filling of Deposits and/or outstanding receipt of loan or money other than deposits to MCA
- Various work of MCA (Private Company and LLP'S)
- Preparing letter of appeals under GST, Drafting SOP.
- Preparing letter of appeals under Income tax act.
- Drafting MIS Sheet Monthly and Quarterly Basis

Senior Accountant, OP Mishra and Associated. (June. 2022 - November.

2022)

- Preparing Internal Audit Report, SOP.
- Audit Report for Charitable Trust

- Supporting documentation for audit findings. 1. Preparing and filing tax audit reports of various classes of companies. 2. Industry: Private Companies
- HUF
- Partnership Firm etc
- Doing Trust Audit
- Preparing Concurrent Audit report of Bank industry or Bank of India of Alibaug Branch
- . Tally entries of sales and purchase of different companies
- MIS Sheet Drafting.

January. 2017 - December. 2021

Articles Assistant and Senior Accountant, SBM and Co Chartered Accountants.

- Handling Import Export Client
- Making Refund Papers and Applications in GSTR-01
- VAT Audit Report
- Report and supporting documentation for audit. Preparing and filing tax audit reports of various classes of companies, Private Companies
- HUF Return and Filing
- Partnership Firm Compliance
- Income tax returns and Computations of individual and corporate and Various Compliance
- Making Appeals letter and Demand Notice reply of any assesses
- All GST Compliance ie GST Return and Annual Return
- TDS and TCS Compliance
- Advance tax working and filing return and Income tax compliance
- Preparing standalone financial statements according to the accounting standards.
- Tally entries of sales and purchase of different companies
- Expenses handling of Various Clients
- all types of accounting tally entries.
- Maintaining of Books of accounts of various assesses

<p>EDUCATION</p>

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| <ul style="list-style-type: none"> • SSC Passed 2012 • HSC Passed 2014 • Bachelor In Commerce 2019 (Mumbai University) 6.5 CGPA |
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SKILLS

Tally, Gst Software, Income tax Software (Winman & Spectrum)

LANGUAGES

English

Hindi