



PROFILE

Skillful and dynamic Commerce First-class graduate with demonstrated capacity to provide comprehensive accounting and administrative support.'

ACCA student with exemptions; Meritorious commerce student, CA Inter India, Tax & Law Exempt. I am adept at tailoring financial, costing, taxation & auditing needs. Well versed in GST return filing (India) & working experience of five years. One year experience of costing and internal cost control of small scale industry.

Fully Vaccinated (Both Dose of Vaccination Completed)

CONTACT

PHONE:
+91 9325696277

EMAIL:
bhaktacm07@gmail.com
bhaktacm@gmail.com

HOBBIES

Reading
Music
Sports

Chaitanya Bhakta

EDUCATION

Modern School

2011 : CBSE X : CGPA 7.8
2013 : CBSE XII : 86%

Graduation

Hislop College, RTM Nagpur University

Bachelor of Commerce : 10 SGPA /9 CGPA Pass with Distinction

CA Foundation : Cleared

CA Inter: 2 Papers Exempt (Tax & Law)

Information Technology Training (ICAI)

Association of Chartered Certified Accountants

Currently Pursuing (with exemptions)

WORK EXPERIENCE

Kamdar & Daga Chartered Accountants: Audit Assistant

2016-2017

Member of Audit Team ; Assisting for other Direct Tax purpose

Managing Salary & Payroll ; Managing Cost Control

Vinayak Services & Traders: Tax Advisor

2017 _Till date

Registration of GST ; Filling GST Returns (Monthly & Yearly)

Managing Salary & Payroll ; Assistance in preparing Financial Statements

Managing Cost Control

S.S. Enterprises: Tax Advisor

2017 _Till date

Registration of GST ; Filling GST Returns (Monthly & Yearly)

Managing Salary & Payroll ; Assistance in preparing Financial Statements

Managing Cost Control

Skills:

- ❖ GST (Indirect Tax, India) Advisory.
- ❖ Return Filling.
- ❖ Computer Proficiency.
- ❖ Fluent in English Language.
- ❖ Strong Analytic Skills
- ❖ Excellent communication skills
- ❖ Rational decision making in complex environment.
- ❖ Working knowledge of MS-Office.
- ❖ Worked flexible Hours: Night, Weekends & Holiday shifts.
- ❖ Resolved problems, improved operations & provided exceptional service.
- ❖ Actively listened to clients, handled concerns quickly & escalated major issues to superiors.
- ❖ Maintained energy and enthusiasm in fast paced environment.
- ❖ Prepared a variety of different communications, reports and documents to ensure smooth operations.
- ❖ Proved successful working within tight deadlines and fast paced atmosphere.
- ❖ Used coordination and planning skills to achieve results according to schedule.
- ❖ Demonstrated respect, friendliness and willingness to help wherever needed.
- ❖ Developed various working contacts through good communication skills.
- ❖ Agile and growth oriented mindset.