

CURRICULUM VITAE

UMAIR IQBAL BANDARKAR.

Auditing, Accounting & Taxation.

Contact Details: - +971 563872343

Email id: - umairbndrkr@gmail.com

Nationality: - India



CAREER OBJECTIVE

To work in dynamic environment and to attain professional excellence and contribute my learning towards the success of the organization in the fields of finance, taxation, accounts and auditing.

EDUCATION QUALIFICATION

QUALIFICATION	UNIVERSITY	YEAR	AGG (%)
Master of Commerce	Mumbai University	2019	70%
Bachelor of Commerce	Mumbai University	2017	57%
12th	Mumbai Board	2014	70%

WORK EXPERIENCE

Worked as an Article Assistant in **SPARK & CO.** Chartered Accountants, from **1st Oct 2017 to Jan 2020** and gained the practical knowledge and experience in the field of:

- Accounting, Bank Reconciliations, Receivables/Payables, and finalization of financial statements in compliance with Accounting Standards of various entities.
- Handling petty cash.
- Invoice processing.
- Journal entries.
- Calculating **GST** and filling **GSTR1 & GSTR3B** as per client data on every month as per govt portal date.
- Filling Income Tax Return (**ITR**) as per client data as on 31st Aug.
- Finalize Tax Audit Report of company and Filled as per govt date on 30th Sep.
- Filling Tax Deducted at Sources (**TDS**) as per company data of all employee submitted on govt site portal.

- Maintaining accounting records and preparing accounts and management information (Accountancy).

COMPUTER SKILLS

- Diploma in Account Executive.
- Good knowledge of accounting and well versed with **Tally ERP 9 and Winnman** professional software.
- MS Windows & MS Office (Word, Excel, Power Point, Outlook)
- Excellent Typing Speed.

PERSONAL SKILLS

- Hardworking, self-driven, punctual, team worker.
- Managing to complete the work assigned in the allotted time.
- Able to accomplish multiple tasks and able to prioritize them effectively.

CURRENT ADDRESS

Al Nakheel road, Deira ,Dubai-UAE.

PERSONAL INFORMATION

Name : Umair Iqbal Bandarkar
Date of Birth : 13/05/1997
Language known : English, Hindi and Marathi
Marital status : Single
Visa Status : Visit Visa till 11th Nov 2020.