

# VAISHNAVI JOSHI

## SUMMARY

Results-driven Accountant Assistant at CA Jayesh P Gaud, skilled in financial reporting and tax preparation. Successfully ensured compliance through meticulous audits and reconciliations, enhancing accuracy in financial documentation. Adept at client communication, I fostered strong relationships while delivering precise financial insights and maintaining organized tax records. Efficient Accountant Assistant known for productivity and ability to complete tasks swiftly and accurately. Possess specialized skills in financial reporting, tax preparation, and budget management. Excel in communication, time management, and problem-solving, ensuring smooth operational flow and effective handling of accounting responsibilities.

## EXPERIENCE

Accountant - 07/2024 - Current

CA Jayesh P Gaud - Dhule, India

- Managed accounts receivable and payable, reconciled bank statements, and prepared financial reports.
- Reviewed invoices for accuracy and completeness prior to payment processing.
- Assisted in the preparation of tax returns by gathering necessary information from clients and maintaining organized files with documents related to taxes.
- Reviewed and analyzed financial records, including income statements, balance sheets, and tax returns to determine accuracy of reported income.
- Performed audits on individual and business tax returns to ensure compliance with applicable laws and regulations.
- Analyzed corporate accounting records for accurate reporting of taxable income.
- Examined the accuracy of financial documents such as bank statements, invoices, and receipts in order to detect any discrepancies or errors.

## EDUCATION AND TRAINING

MBA, Finance, 04/2024 (CGPA : 8.79 / Per : 72.82%)

SSVPS Bapusaheb Shivajirao Deore College of Engine - Dhule

Bachelor of Commerce, Accounting, 04/2021 (CGPA : 9.82 / Per : 86.43%)

M. D. Palesha Commerce College - Dhule

HSC, Accounting, 02/2018 (Per : 77.54%)

Zulal Bhilajirao Patil College - Dhule

SSC, 03/2016 (Per : 76.20%)

Canossa Convent High School - Dhule

## LANGUAGES

English: First Language

English:	B2	Hindi:	C2
Upper Intermediate (B2)		Proficient (C2)	
Marathi:	A2	Gujarati:	C2
Elementary (A2)		Proficient (C2)	

## REFERENCE



## CONTACT

Address: Dhule, India 424001

Phone: 7020966785

Email: vaishnavijoshi783@gmail.com

## SKILLS

- Financial reporting
- Tax preparation
- Bank reconciliation
- Audit compliance
- Data analysis
- Client communication

## SOFTWARE

- Compu Tax (Income Tax & GST)
- Tally Prime