

AYUSHI LALIT MITTAL

Contact No. : 7303830860

E-Mail : mittalayushi2128@gmail.com

Career Objective: Looking forward to work at a reputed Organisation where I can learn and grow professionally along with the Organisation and to gain exceptional career to move ahead through long efforts and performance regularity.

Educational Qualification:

Degree	Name of Institute	University / Board	Passing Year	Percentage / Grade/CGPI
B.Com	Prahladrai Dalmia Lions College	Mumbai University	May 2021	6.96 CGPI
HSC	Prahladrai Dalmia Lions College	Mumbai University	Feb 2018	63.38%
SSC	Mahindra Academy	Maharashtra Board	March 2016	76.60%

Certification Courses:

- GIT (Graduate in Information Technology).
- DLLE (Department of Lifelong Learning & Extension)

Computer Proficiency:

- MS Office (MS Word, MS Power Point & Advance Excel)
- Tally.ERP 9
- Winman CA Erp
- Winman GST

Skills:

- Critical Thinking
- Adaptability
- Team Management
- Inter-Personal Skills
- Decision Making

Work Experience:

1) Currently working in a Chartered Accountant Firm : M/s. Bharat K. Patel & Co. since June 2021.

Practical experience in the followings :

- Maintaining Books of Accounts
- Finalization of Books of Accounts

- Computation of Total Income and e-filing of ITR
- Goods & Service Tax, Sales Tax and Service Tax, e-filing of the same respective returns
- Internal Audit

2) Iyer's Commerce Classes (March 2018- May2018)

- Admin Head

Personal Information:

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- **Date of Birth :** 21-08-2000
 - **Gender :** Female
 - **Marital Status :** Unmarried
 - **Languages Known :** English , Hindi
 - **Permanent Address :** 16/A Kainya Bldg, Rani Sati Marg, Malad (E), Mumbai 400097
 - **Nationality :** Indian
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I hereby declare that the above information is true as per my knowledge.

Ayushi Mittal