

Manish S. Mishra (B.com, CA, CS executive)

I. PERSONAL DETAILS

- Name – Manish Santosh Mishra
- Date of Birth – 09th May, 1992.
- Address- 701, Powai Fortune CHS, Powai vihar, Mumbai- 400076.
- E-mail ID- sonish.0610@gmail.com.
- Mobile – 9004607735.

II. EDUCATION DETAILS

Year	Examination	Board/University	%	Remarks
2011-12	B.Com.	University of Mumbai	92.00	I class
2008-09	H.S.C (comm.)	Mumbai Board	72.00	I class
2006-07	S.S.C	Mumbai Board	62.00	I class

PROFESSIONAL QUALIFICATION

Year	Examination	Institute
June, 2013	CS-executive	ICSI
November, 2019	CA -Final	ICAI

III. WORK EXPERIENCE

1. Worked with private Limited Company as Accountant for 1 years and handled accounting operations, audit and helped in filing of ITR, TDS and ROC returns of Corporate and Individuals.
{ June 2018- May 2019 }
2. Worked with Sarda Soni and Associates, a CA firm and handled taxation and ROC filings.
{ April 2016- Dec 2017 }
3. Completed CA Article ship with Kanu Doshi & Associates and Chaturvedi & Shah, Chartered Accountants Firm. { June 2012- June 2015 }

My exposures and professional skills include-

Statutory Audit

1. Maharashtra State road Transport corporation.
2. Hosmac India Pvt. Ltd.
3. Remsons Industries Ltd.
4. Bank of India.
5. Arabian Nights P. Ltd.

Concurrent Audit

1. Bank of Baroda
2. Vijaya Bank
3. Bank of Maharashtra

Other Assignment

1. Revenue Audit of Oriental bank of commerce
2. Operation audit of ING Vyasa Bank

Income Tax--TDS---GST

1. Filing of Income Tax Returns of Individuals/ HUF/ Firms and Corporates.
2. T.D.S. – Deductions/ Payments/Returns and issuing Certificate from NSDL
3. Preparation of GST Bills
4. Managing Input credit, Payment of GST and accounts in Tally.
5. Filing of GST returns GSTR-3B, GSTR-1, GSTR-2A, etc.

ROC matters

1. Filing of Annual returns and financial statements like Form MGT- 7 and AOC 4.
2. Filing various forms relating to ROC compliances, Minutes, Resolutions.
3. Drafting of Annual report, Directors Report and Audit Report.

IV. ADDITIONAL INFORMATION

- Working Knowledge of MS- Office, Good experience with Internet.
- Working knowledge of tally.
- Passed MSCIT, ITT exam of ICAI and ICSI
- Successfully completed GST Practitioner Advanced Certified Training by MSME.
- Hobbies- like Drawing, playing chess, watching movies.