



Vaishakhi Pandya

Advocate and Manager

My Contact

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Hard Skill

- Microsoft excel, word, power point
- Data mining and analysis
- Financial accounting and auditing
- Filing of returns
- Reconciliation of books of accounts
- Handling of significant workload

Soft Skill

- Observation and understanding of situation
- Leadership and management quality
- Excellent Communication & public relation skill
- Multi-tasking
- Emotional Intelligence
- Adaptability
- Ability to meet challenge with confidence, determination, sincerity and hard work.
- Critical thinking & decision making

Education Background

- **Leeds Beckett University**
MSc Project Management 2023.
- D. D. Law College
Bachelor of Law
Completed in 2019
- Veer Narmad South Gujarat University
Bachelor of Commerce
Completed in 2015
- Institute of Chartered Accountants of India
Common Proficiency test and Integrated proficiency competency course
Completed in 2014
- **Higher Secondary School Certificate with commerce**
Completed in 2012 with distinction
- **Secondary School Certificate**
Completed in 2010 with 84%

About Me

Dedicated and detail-oriented manager with 06 years of experience. Eager to apply mentioned soft and hard skills for suitable organisation.

Professional Experience

Goyal Rathi and Associates | Tax consultant cum Manager

2019 to 2022

Key responsibilities:

- Filing of all kinds of GST returns.
- Application and amendment of registration of the assessee.
- Dealing with departmental inquiries and audit proceedings
- Application and proceedings of refund as per law with GST department
- Reconciliation of books of accounts
- GST audit of companies
- Appearing of hearing.

Advocate Poonam Joshi | Assistant manager

2018 to 2019

Key responsibilities:

- Assisting colleagues in day to day work
- Preparing the proper documentation
- dealing with departmental letters
- Filing of income tax returns.

Junior Employee

2014 to 2018

Key responsibilities:

- Handling telephonic calls in professional manner
- Front desk communication and receptionist
- Reply of clients mail in professional manner
- Solving clients queries and persuing client satisfaction
- Team work to achive goals in due time.

Achievements

2019 to 2022 Reduced the employee turnover being bridge between employees and employer. Won best employee award for the year.

**** Experience letters are produced on further request.