

# Anand Mishra

C211, New Shanti Niwas, Rawal Nagar, Cabin Road, Bhayander East - 401105

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## Objective

Dedicated and detail-oriented Administrative Assistant with **5 years** of experience in office management, customer service, and providing administrative support. Skilled in managing schedules, coordinating meetings, handling correspondence, and maintaining office efficiency. Seeking to leverage my organizational and multitasking skills to contribute to a dynamic team while continuing to grow in a challenging administrative role.

## EXPERIENCE

### **Accounting and Audit Support Executive, at Esquire Audit & Allied Service - Dec 2023 – Present**

- Administrative Assistant with hands-on experience in handling store and inspection audits.
- Preparing reports, and coordinating with teams and auditors to ensure timely audit closures.
- Skilled in GST, TDS, and Income Tax procedures, including preparation of GST bills, TDS preparation, and financial computations.
- Experienced in preparing balance sheets, managing client documentation.
- Support in tax preparation under the guidance of senior management.

### **Virtual Remote Assistant, at Palladium Partners APS (Copenhagen - Denmark): - Feb 2023 – Aug 2023**

- Setting up email software and maintaining daily mail-sending to millions of people.
- Making e-mail templates for a broad variety of affiliate marketing campaigns.
- Keeping contact with- and buying necessary work tools from our suppliers.
- Maintaining Excel sheets and keeping big amounts of data in order.
- Assigning work tasks to other virtual assistants as a team leader.

### **Virtual Remote Assistant, at Althea Software Solution's (Adspoints APS): - November 2019 – Dec 2022**

- Setting up email software and maintaining daily mail-sending to millions of people.
- Making e-mail templates for a broad variety of affiliate marketing campaigns.
- Keeping contact with- and buying necessary work tools from our suppliers.
- Maintaining Excel sheets and keeping big amounts of data in order.
- Assigning work tasks to other virtual assistants as a team leader.

### **Back Office Executive, at Althea Software Solutions Pvt Ltd.: - November 2018 - October 2019**

- Proactively manage and follow up on outstanding payments.
- Conduct tele calling campaigns to remind customers of overdue payments.
- Maintain and update a detailed list of customers with outstanding payments.
- Escalate accounts for further action when standard collection efforts fail.
- Reporting and Analysis Escalation and follow up Process.

## SKILL

- Proficient in coordinating with teams and auditors to ensure audits are completed efficiently and reports are generated accurately.
- Gaining a strong understanding of GST, TDS, and Income Tax regulations and their application in day-to-day operations.
- Skilled in preparing GST bills, TDS reports preparation, financial computations, and balance sheets for clients.
- Skills with the ability to work collaboratively with internal teams and clients to meet deadlines and achieve audit goals.
- Seeking opportunities to leverage my skills and knowledge while continuing to grow professionally in the audit and finance sector.

## CERTIFICATION

**Basic Computer Course**

## EDUCATION

**B.COM (Account & Finance)**, Reena Mehta College of Arts, Commerce,  
Science & Management Studies

**Earned CGPA**

**H.S.C.**, - Reena Mehta College of Arts, Commerce, Science & Management Studies

**Scored 60% in 12<sup>th</sup>.**

## PERSONAL DETAILS

Full Name:	Anand Ravindra Mishra
Address :	C211, New Shanti Niwas, Rawal Nagar, Cabin Road, Bhayander East - 401105
Marital Status:	Unmarried
Date of Birth:	30 <sup>th</sup> August 1997
Gender:	Male
Language Know:	Hindi, English, Marwadi (Understanding)
Nationality:	India.

**Anand Mishra**

**Date.**