

## **GST Accountant Resume Templates**

Using a template can make creating a professional looking resume easier. Here are a template for a GST Accountant resume with examples :

[Your Name]

[Address]

[Phone Number]

[Email]

**OBJECTIVE:** Experienced GST Accountant with [X] years of experience looking to utilize my skills in GST compliance and financial management to help [Company Name] grow.

### **PROFESSIONAL EXPERIENCE:**

[Company Name], [Location] Senior GST Accountant | [Start Date] - [End Date]

- Handled GST compliance for 50+ clients across different industries
- Filed monthly, quarterly and annual GST returns with 100% timely submission
- Conducted internal audits, found and rectified GST errors, saved clients ₹500,000
- Coordinated with tax authorities during GST assessments and resolved queries
- Implemented GST software, increased return filing efficiency by 30%

[Previous Company Name], [Location] GST Accountant | [Start Date] - [End Date]

- Assisted in migrating 30+ clients from VAT to GST
- Processed input tax credit claims, claimed maximum credits
- Reconciled GST data with financial statements
- Conducted training sessions for clients on GST compliance and best practices

### **SKILLS:**

- GST Portal, Tally ERP 9, SAP
- GST Act, Rules, amendments
- Analytical and problem solving
- Communication and client relationship management

### **EDUCATION:**

[University Name], [Location] B.Com | Graduation Date

### **CERTIFICATIONS:**

- CGSTP, [Year]
- CPA, [Year]

### **PROFESSIONAL DEVELOPMENT:**

- Attended [X] GST workshops and seminars
- Member of [Professional Accounting Body]

### **ADDITIONAL INFORMATION:**

- English, Hindi, [Regional Language]
- Volunteer financial advisor for small businesses

Remember to fill this template with your own experiences, achievements and skills. Customize your resume to the job description of the position you are applying for, highlight the most relevant qualifications and experiences for GST accounting.

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