

PAPIHA KASHID

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CAREER OBJECTIVES

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Seeking to contribute effectively to team success through hard work and dedication.

WORK EXPERIENCE

- ❖ Worked with **CISB Services Pvt Ltd**, Marol, Andheri East– Mumbai as Account Assistant from Sept 2022 to Mar 2025

NATURE OF WORK

- Day to day Accounting entries in Tally Prime Software.
- Bank Reconciliation.
- Ledger Scrutiny.
- Verify & reconciliation all vendor & customer payment tracker.
- Assist to Auditors & Sr. Management for closing Financial Reports & Balance Sheet.
- Solving GST related query.
- Input Tax Credit reconciliation with GSTR 2A.

- ❖ Worked as Junior Accountant from Aug'20 to July'22 with **H.K.Chheda & Co**, Chartered Accountants, Dadar East.

NATURE OF WORK

- Day to day Accounting entries in Tally Prime Software.
- Filing of Income Tax Returns for Individuals.
- Looked after the preparation of overall financial statements of the Individuals
- Preparing payments to vendor & Compliance payment through NEFT & RTGS.
- Preparing necessary paperwork for tax payments & returns.

ACADEMIC QUALIFICATIONS

- **Secondary School Certificate (SSC)- Maharashtra Board** - **March 2015**
 - Shivai Vidya Mandir, Bhandup
- **Higher Secondary Certificate (HSC)- Mumbai University** - **February 2017**
 - B.E.S. Jr. College, Bhandup
- **Bachelor of Commerce (B.Com)- Mumbai University** - **October 2020**
 - V.K.Krishna Menon College, Bhandup

COMPUTER SKILL

- Hands on experience on Tally ERP.9, Tally Prime and MS Office

PERSONAL DETAILS

- **Date of Birth** : January 25th ,2000
- **Interests** : Drawings, Listening Music.
- **Languages** : English, Hindi, Marathi.
- **Address for correspondence:** Uttan , Indira Nagar, Behind Sai Mandir ,Bhayander west, Dist: Thane 401106

(Papiha Kashid)