



CHETAN SHANTKUMAR GARUDI

E WING, GOKUL RESIDENCY C.H.S A-G LTD THAKUR VILLAGE NEAR SAMTHA NAGAR POST OFFICE KANDIVLI EAST MUMBAI-400101

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DOB : 08-12-2004

OBJECTIVE

I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively.

EXPERIENCE

EDUCATION

PUNE

2019/2021

S. S. C.
Grades - B

PUNE

2021/2023

H. S. C.
Grades - B+

PRAHLAD DALMIA LIONS COLLEGE MALAD

2025

2nd Year B. COM (B. A. F)
Grades - B+

MAHARASHTRA

2025

Computer course in MS, WORD, POWER POINT, EXCEL, INTERNET, TALLY AND ADVANCE EXCEL AND TALLY PRIME WITH GST, TDS, PAYROLL, ETC
Grades - A+

U. P. S. C. PREPARATIONS

SKILLS

Good with ACCOUNTING and FILING GST AND INCOME TAX, TDS, SALES BILLING, BANKING SERVICE AND MENTAINING STATEMENTS VERYFING, PAYMENT AND RECEIPTS, STAFF ATTENDANCE SHEET AND SALARY DETAILS OF THE STAFF, Preparing STOCK INVENTORY, MIS REPORT, DASH BOARD, STOCK VALUATION AND RECOVERY DETAILS AND ALL OTHER CASES APPEAR

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PROJECTS

DID FINAL ACCOUNT IN MY COLLEGE AND CLASSES DID PRACTICE WITH THE JOB WORK BROUGHT IN BY THE COMPUTER CLASS PRINCIPLE FOR IMPROVEMENT IN MY KNOWLEDGE

Visited some industries in Bangalore and Mumbai for knowledge

PRACTICE IN CLASSROOMS

I have taken experience by practicing taking some examples from templet for 6 months in college and classes brought some job work from accountant in my area

REFERENCE

College campus

LANGUAGE

ENGLISH , Hindi , KANNADA , MARATHI