

SAJJAD SHAIKH

Khode Nagar, Nashik

mrshaikh771@gmail.com

9226559425

DOB 31/10/2002

in <https://www.linkedin.com/in/sajjad-shaikh-83816225a/>

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Objective

Dynamic BCom graduate with a passion for finance, accounting & taxation, currently pursuing CMA intermediate certification. Eager to apply theoretical knowledge in real-world scenarios, driving business growth and efficiency. Having work experience of more than 2 years in field of Accounting and Finance.

Experience

Ashwini Impex

Accounts Executive

2024 - Present

1. Assisting in Financial Analysis
 2. Preparation of Financial Statements
 3. Proficiency in Accounting
 4. Practical Knowledge of Income Tax Return filing
 5. Practical Knowledge of GST Return Filing (like GSTR 1 & GSTR 3B)
 6. Monthly GSTR - 2A reconciliation
 7. Proficiency in Accounting Software (Tally ERP & Tally Prime)
 8. Maintaining the Inventory
 9. Managing the Accounts Payable & Accounts Receivable
 10. Knowledge of Income Tax Audit
 11. Practical Knowledge of Costing
 12. Experience in using Compu tax & Compu GST Software
 13. Experience in using Winman software
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RMD & Associates

2023 - 2024

Account Executive

1. Preparation of Financial Statements
 2. Proficiency in Accounting
 3. Practical Knowledge of Income Tax Return filing
 4. Practical Knowledge of GST Return Filing (like GSTR 1 & GSTR 3B)
 5. Monthly GSTR - 2A reconciliation
 6. Proficiency in Accounting Software (Tally ERP & Tally Prime)
 7. Knowledge of generating UDHYAM Aadhar Certificate
 8. Knowledge of Income Tax Audit
 9. Experience in using Compu tax & Compu GST Software
 10. Experience in using Winman software
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Bhutada & Bhutada Chartered Accountants

2022 - 2023

Intern

1. Preparation of Financial Statements
 2. Proficiency in Accounting
 3. Practical knowledge of Income Tax Return filing
 4. Proficiency in Accounting Software (Tally ERP & Tally Prime)
 5. Knowledge of Income Audit
 6. Experience in using Compu Tax & Compu GST Software
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Education

Institute of Cost Accountants of India

CMA Intermediate

2021- Present —

SPPU Pune

Bachelor of Commerce

SPPU Pune

HSC

2018 - 2020 —

St.Mary's High School

SSC

2017-2018 —

Skills

- Tally
 - Microsoft Office
 - GST Filing
 - Income Tax Filing
 - Stock Audit
 - Winman Software
 - Compu Tax & Compu GST
 - Other online works
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Additional Information

Advance Excel

Completed MS-CIT Certification

Knowledge of Accounting Software

Knowledge of working on GST Portal

Knowledge of working on Income Tax Portal

Language

English, Hindi, Marathi
