

PAPIHA KASHID

Contact: +91 7738714650, Email: bhagatpradnya031@gmail.com

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)