

CURRICULUM VITAE

MS. TEJASVI KIRLOSKAR

14th Oct, 1992

Address:- 1/1, Sai Krupa Chawl
Umesh Nagar,
Dombivli (West) Thane
Mobile: 9167191263, 8369678716
E-mail: tkirloskar1992@gmail.com

CAREER OBJECTIVE:-

To obtain a position in your esteemed organization that would help utilize my progressive experience and skills acquired in the field of accounting.

PROFESSIONAL EXPERIENCE:-

1. Company:- Paramount Health Insurance Services and TPA Pvt Ltd.

Duration:- 16th Oct 2017 to Till date

Job Profile:- Accounts Executive

Roles and Responsibilities:-

- Preparing Tax Invoice as per GST Rules.
- Preparing Expenses Vouchers and Cheques
- Handling Petty Cash Book.
- Bank Reconciliation Statement
- Handling Cash Book and Bank Book
- Reimbursement of Expenses
- Computation of TDS on Monthly Basis and Return
- Co-ordination with vendor
- Download Form 16A from TDS Traces Site.
- Online Changes on TDS Traces Site
- Computation Of GST on Monthly Basis (GSTR 3B, GSTR-1 and GSTR-2)
- Maintain day to day to accounts and reporting to the Manager.

2. Company:- Honeycomb Relationship Management Pvt Ltd.

Duration:- 15th Jan 2016 to 14th Oct 2017

Job Profile:- Accounts Assistant

Roles and Responsibilities:-

- Preparing Tax Invoice as per VAT, Service Tax and GST Rules.
- Preparing Expenses Vouchers and Cheques
- Handling Petty Cash Book.
- Bank Reconciliation Statement
- Handling Cash Book and Bank Book
- Reimbursement of Expenses
- Computation of TDS on Monthly Basis and Return
- Co-ordination with vendor
- Download For Form 16A from TDS Traces Site.
- Online Changes on TDS Traces Site
- Preparing Monthly Return J1 and J2
- Computation Service Tax Payment and Service Tax Return
- Computation Of GST on Monthly Basis (GSTR 3B, GSTR-1 and GSTR-2)
- Computation of Salaries of Employees
- Computation of PF, PT and Full and Final Settlement of Employees
- Preparing Income Tax Return
- Preparing Form 16 of Employees.

3. Company:- Insure Tech (Under Financial Advisor)

Duration:- 20th Sep 2013 to 30th Oct 2015

Job Profile:- Computer Operator Cum Accounts

Roles and Responsibilities:-

- Preparing Quotation of all General Insurance.
- Calculating of Insurance Premium.
- Online Payment of Insurance premium
- Maintaining Of Policy Record on Software
- Co-ordination with Client.
- Handling Cash Book and Bank Book
- Reimbursement of Expenses
- Recording Commission on Insurance Premium
- Computation of Salaries of Employees

ACADEMIC QUALIFICATION:-

QUALIFICATION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
MBA (Finance)	Mumbai	2018	Appearing
TYBMS (Finance)	Mumbai	2013	65.25%
HSC	Mumbai	2010	79.50%
SSC	Mumbai	2008	84.00%

CERTIFICATE COURSES:-

- MS-CIT
- Tally ERP 9
- English Typing 40 WPM
- Internet
- DTP, CORELDRAW. PHOTOSHOP

PERSONAL INFORMATION:-

- Date Of Birth :-14th Oct, 1992
- Gender :- Female
- Marital Status :- Unmarried
- Nationality :- Indians
- Hobbies :- Listening Music, Watching TV, Playing Games

STRENGTHS:-

- Passionate about work.
- High aspirations.
- Ability to work in a team.
- Hard worker

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place:

(Tejasvi M. Kirloskar)