

CURRICULUM VITAE

Name : Mrs. Jyoti Sharad Ghonge

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OBJECTIVE:

To make a positive impact in my field of activity leading to Organization growth by creative application of my value-based convictions and professional divinity by putting my all efforts in the work assigned to me in an organization where I can grow along with the organization.

CAREER PROFILE:

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem-solving skills, with the ability to make well thought out decisions.
- Highly trustworthy, discreet and ethical.
- Resourceful in the completion of projects, effective at multi-tasking.

STRENGTH:

- Good at multi-tasking.
- Knew to learn new things.
- Goal oriented.
- Good Listener.
- Optimistic.

WEAKNESS:

- Public Speaking.
- Be very kind to other people.

WORK EXPERIENCE:

BioAzure Technologies Pvt. Ltd. Feb 2016 - To till Date

Accounts Executive

- Day to Day Accounting.
- Handling Bank Accounts - Payments, Bank Reconciliations etc.
- Preparing Invoices & corresponding documents – E-way Bill, Delivery Challan etc.
- Maintaining Stock Register.
- Verification & Reconciliation of Creditors & Debtors' accounts.
- Assisting in Finalization of Accounts.
- Preparation of GSTR Return – GSTR3B
- TDS Quarterly Return Filling.
- Preparation of Vat Return.

Amratlal & Dhirajlal & Co. March 2015 – Feb 2016

Accounts Assistant

- Handling Bank Accounts- Payments, Bank Reconciliations etc.
- Verification & Reconciliation of Creditors & Debtors' accounts.
- Preparation of Vat Return.
- Verification & Reconciliation of Creditors & Debtors accounts.
- Online Banking Functions

Babulal Jain & Co. July 2013 – Feb 2014

Article Assistant

- Prepared company accounts and tax returns for audit.
- Preparing & Uploading IT Returns.
- Preparation of VAT Return.

Vis-A-Vis India Pvt. Ltd. May 2011 – May 2012

Accounts Assistant

- Managed accounts payable, accounts receivable, and payroll department.
- Handling Petty Cash.
- Prepared Invoices & Challan.
- Maintaining Stock Register.
- Administered online banking functions.
- Monitored and recorded company expenses.

EDUCATIONAL QUALIFICATIONS

Course (Stream)/Examination	Institution/University	Month/ Year of Passing	Class
Part time MBA in Finance	Welingkar Institute of Management Development & Research	2017-2020	
B.COM	MUMBAI UNIVERSITY	2013	Distinction
H.S.C	MAHARASHTRA BOARD	2010	Distinction
S.S.C	MAHARASHTRA BOARD	2008	Distinction

COMPUTER SKILL

MS Office, Tally.ERP9, QuickBooks.

PERSONAL VITAE

Date of Birth: 23-10-1992

Hobbies : Listening Music, Travelling, Reading news related to stock market.

Languages : English, Hindi, Marathi

(Mrs. Jyoti Sharad Ghonge)