

CURRICULUM VITAE

SHILPA .K. YAMGAR

GURUKRIPA CHS,
A-27/0:2, SECTOR – 3,
SANPADA (E),
NAVI MUMBAI-400705
Phone 8828652264

EMAIL :- shilpa.panchal66@yahoo.com

EDUCATION QUALIFICATION :-

Year	Examination	School / Institution	Board / University	Class
2015-2016	M.com	Mumbai Univercity	Mumbai	Second
2010-2011	B. Com	Birala College kalyan	Mumbai	First
2007-2008	H.S.C	Birala College Kalyan	Mumbai	Second
2005-2006	S.S.C	Subhedar wada High school, Kalyan(w)	Mumbai	First

Work Experience

Organization : National Institute of Security Markets

Designation : Account Executive

Duration : Dec 2012 to Till Date

Working with **National Institute of Security Markets** Navi Mumabi in Vashi as a **Account Executive** from **Dec 2012** to Till Date. handling Accounts.

- ✚ Passing basic entries of Sales, Purchase, Payment, Receipt.
- ✚ Reconciliation of Bank Statement on fortnightly basis
- ✚ Booking of income and expenses, preparation of receipt vouchers and payment vouchers in Tally ERP
- ✚ Preparation of cheques and e-cheques for payment to various creditors and statutory authorities
- ✚ Handling Petty cash
- ✚ Professional Tax –remittance & returns
- ✚ PF remittance
- ✚ Good & Service Tax (GST) Remittance & Returns
- ✚ TDS remittance & Filing of Returns and and issuance of Form16 &16 A
- ✚ Update of TDS Notices
- ✚ Registration of regular parties in SBI Site
- ✚ Preparation of file list
- ✚ Data Entry in MIS (Excel Format).

- ✚ Preparing RTGS, Payorder. Preparing Cheques, Sleep, DD, and deposited into the Bank.
- ✚ Maintaining records of Investments , Fixed Deposits etc.
- ✚ Preparation of foreign payment
- ✚ Monthly Salary calculation

Organization	: O. K. Glass Fibre Ltd
Designation	: Account Assistant
Duration	: June 2011 to Dec 2012

Working with **O. K. Glass Fibre Ltd** Mumabi in Mulund as a **Account Assistant** from **June 2011 to Dec 2012**

SKILL SET : -

Computer Literacy : MS-CIT, MS-OFFICE, Tally-9.0&ERP,D.TP.

Languages Known English, Marathi, Hindi

Hobbies: Painting, Singing, Reading.

PERSONAL DETAILS :

Name : **Shilpa Kishor Yamgar**
Husband Name : Kishor Jagannath Yamgar
Date of Birth : 15th July 1990

Sex : Female
Marital Status : Married
Nationality : Indian

Permanent Add. : GURUKRIPA CHS,
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Phone : 8828652264

E-mail : shilpa.panchal66@yahoo.co

Date :

Place :

Signature