

SHUBHANGI KARHADE

8080518211

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Career Objective:

Seeking a job in reputed organization where I can utilize my skills and knowledge to achieve goals and having a successful career by accepting any challenging work. Learn And Earn For the Benefit of the organization.

Work Experience Details:

- 1) I have experience in SAHYADRI BAZAR STORE-Pimpri -Pune ,
As a sr.Accountant from 3rd May 2018 to 01 aug 2019 .
- 2) Worked as accountant in Sun Pharma Sec & High school College at
Ahemadnagar-MH.9th Feb 2016 to 30 Nov 2017.
- 3) Worked in New Commerce & Science College in EARN AND LEARN SCHEME of
college Ahemadnagar-MH.Aug 2013 to March 2015.
- 4) Worked in Shrikrishna Institute for 1yr 6 months.
- 5) Worked in Carrier Point Buldhana as a Accountant for 1 year

Roles & Responsibilities:

- Responsible for processing bills, accounting and payment thereof to prepare monthly MIS troubleshoot and fix any accounting issues for processing salary of employees.
- Prepare all documentations for monthly GST returns filling.
- a) GST R 1(sales Details)
- b) GST R B3(sales & purchase summary)
- Maintain tally records for tax audit.
- Processing for ITR return filling.
- Prepare MIS report, Profit & loss, cash flow statement of organization.
- Handling all bank transactions (RTGS, NEFT, cheque books).
- Liaison with internal auditor responsible for petty cash and bank reconciliation.
- Maintenance & safe keeping of all accounts records, files, vouchers pirating to the unit.
- Managing all receivable documents & clearing for outward.
- Maintain all purchase entries of agency in store.
- Responsible for high quality customer relationship & High attention to details accuracy as well as customer service orientation.
- Balanced currency, coin and cheque, calculated end of shift transactions daily.
- Handle all the other responsibilities related to the job

Key Skills and Strengths:-

- Good Analytical and Planning Skill.

- Good Accuracy and Attention to details.
- Excellent Problem Analysis

Educational Qualifications:

Qualification	University / Institute	Percentage	YEAR
M COM	PUNE UNIVERSITY	69.38%	2018
B COM	PUNE UNIVERSITY	73.66%	2015
HSC	PUNE UNIVERSITY	79.90%	2011
SSC	PUNE UNIVERSITY	79.09%	2009
GDC&A	PUNE UNIVERSITY	58.00%	2017

Computer Knowledge:

- 1) MS-CIT
- 2) TALLY ERP 9
- 3) TYPING ENG.(50WPM) ; MARATHI (40 WPM) ; HINDI (40WPM)

Personal details:

Father's Name : Ashok karhade
 Husband Name : Vishal Ashok Sonune
 Date of Birth : 25 MARCH 1995
 Gender : FEMALE
 Marital Status: : Married.
 Language known : English, Hindi, Marathi
 Present Address : Machindranath Niwas Co
 ,Near prayaggurudarshant
 soc, Devad - new panvel
 Navi mumbai 210206.

Declaration: I hereby declare that all the above given information is true to best of my knowledge.

Date : / /2022

SHUBHANGI ASHOK KARHADE

