

Jagruti Kumbhar

Accountant

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Address: House No. - 196, Sector 40,
Gurugram, Haryana. 122009

PROFILE

- B.Com (BBI) graduate with 3+ years of experience in account department.
- Proficient in data entry & tally user interface.
- Expertise in GST (GSTR 9, GSTR 9C, GSTR 3B, GSTR 2A, GSTR-1)
- Well-versed in GST return, internal auditing & analyzing financial performance, bank entry & reconciliation, etc.

WORK EXPERIENCE

Account Executive

K.R.Mangalam World School (Gurugram)

10/2022 – Till Date

- Maintaining all admission records.
- Vendor bill & petty cash management.
- Bank entry & reconciliation.
- Interacting with parents for fees/payment queries.
- Payment/fees & receipt management.

Branch Accountant

K12 Techno Services Pvt Ltd.{Orchids The International School} (Gurugram)

04/2022 – 09/2022

- Maintaining all admission records.
- Vendor bill & petty cash management.
- Bank entry & reconciliation.
- Interacting with parents for fees/payment queries.

Account Executive

CA Umesh P Mestry & company. (Mumbai)

05/2018 – 11/2020

- GSTR 9, GSTR 9C, GSTR 3B, GSTR 2A, GSTR-1
- Tax Return
- Client Handling
- Data Entry – Tally & MS Excel

TECHINICAL SKILL MAP

Tally

MS Excel

GST

School Admission Records

Internal Auditing

Vendor Payment

Bank Entry & Reconciliation

Parents Interaction & Handling

Data Entry

Tax Return

Petty Cash

LINGUISTIC CAPABILITIES

English (Read, Write, Speak)

Hindi (Read, Write, Speak)

Marathi (Read, Write, Speak)

EDUCATIONAL QUALIFICATION

Education	Institution	Passing Year	Percentage
B.Com(BBI)	St. Gonsalo Garcia College	2015	60 %
H.S.C	Gynodaya College	2012	46 %
S.S.C	Gynodaya School Vasai, (East).	2010	65 %

PERSONAL DETAILS

- Date of birth : 26th Nov 1995
- Marital Status : Married
- Interest : Music & Travelling

“I hereby declare that the details and information given above are complete and true to the best of my knowledge”

Jagruti Kumbhar