

CURRICULUM VITAE

Name:-

Vaishnavi Santosh Dudwadkar

Contact Details:

+91 8446807742

Permanent Address:-

SR No 31/1 Plot No 2 House No
B17 Hari om Colony Bijalinagar
Chinchwad Pune 411033

E-Mail:-

vsdudwadkar@gmail.com

Personal Details:-

Date of Birth:- 20/06/2001

Gender:- Female

Nationality:- Indian

Marital Status:- Single

Languages Known:-

English, Hindi, Marathi.

Career Objective

A growth oriented and challenging position in a progressive organization where my skill will be utilized in the best way with a scope of learning, innovation and career development.

Academic Qualification**Bachelor of Commerce (B.Com)**

Pratibha College of Commerce,
Pune With: 73.84
Affiliated: Pune University.

Higher Secondary Certificate (Commerce)

City Pride Jr. College,
Pune With: 55.53
Affiliated: Maharashtra Board.

Secondary School Certificate

Saraswati Madhamik Vidyalaya, Pune
With: 66.00
Affiliated: Maharashtra Board

Computer Proficiency

- Tally ERP 9
- Microsoft Office
- Excel

Competencies

- Sincerity, commitment and hard work, along with a positive attitude and jovial nature
- Ability to get along with people and interacting with them – Team player
- Conceptual and analytical skills

Special Working Skills:-

1. Leadership, Supervision and Meeting Handling Skills
2. Mind Mapping
3. Time Management

Interests:-

Reading, Cooking, Travelling,
Listening Music, Writing.

Work Experience

CA Shailesh N Bore & Co.

Duration : 1 Year

Paysquare Consultancy LTD. : Investment Proof Checking

Duration : 3 Months

Working Skills And Duties**Financial Accounting:**

1. Book keeping
2. Preparation of periodic Bank Reconciliation Statement
3. Preparation and Presentation of Financial Statements

Taxation:

4. Computation of Taxable Income as per Income Tax Act
5. Filing Income Tax Returns
6. Goods and Services Tax – GST Compliances

Financial Analysis:

7. Accounts Payable and Accounts Receivable
8. BRS and General Ledger Analysis

Declaration

I undersigned hereby declare that the information provided by me is true to the best of my knowledge and belief.

Place : Pune

Signature

Date :

Vaishnavi Santosh Dudwadkar