



# SHRUTI CHANDGE

## My Contact

✉ shrutichandge10@gmail.com

☎ 9172996778

📍 Mannasing chowk Shukarwar peth Washim.

🌐 <https://www.linkedin.com/in/shruti-chandge-a60324217>

## Soft Skill

- Tally
- MS-CIT
- Journal Entry
- Balance sheet
- financial Accounting
- Decision making
- Communication
- Multi-tasking

## Education Background

### Bachelor of commerce (B.com)

Secured 8.63 CGPA Grade marks in Bachelor Of Commerce from Rajasthan Aryan Arts, Shri Mithulal Kacholia Commerce and Shri Satyanarayanji ramkrishnaji rathi science college (2020-2023)

### HSC Examination (12th)

Secured 84.77% marks from MSBSE, Aurangabad Division at (2018-2020)

### SSC Examination (10th)

Secured 67 % marks from Sanat Gadge Baba Amravati University (2018)

## About Me

A Commerce graduate having good skill in database management and wish to be a part of Investment banking, finance-insurance and Accounting field as a research analyst where I can use my best efforts towards the growth of organization as well as nation.

## Experience

### Junior Accountant (2021-2022)

#### Key Responsibilities

Recording Transactions: Entering financial transactions into the accounting System, such as sales, purchases, expenses, and payments.

Preparing Financial Statements: Assisting in the preparation of financial statements like the balance sheet, income statement, and cash flow statement.

Reconciling Accounts: Ensuring that bank statements, accounts receivable, and accounts payable records are accurate and reconciled with the general ledger.

Assisting with Audits: Providing support during internal and external audits by preparing documentation and answering auditor inquiries.

Supporting Month-End and Year-End Close: Participating in the closing processes to ensure accurate and timely financial reporting.

Software Proficiency: Using accounting software and spreadsheets proficiently to maintain records and generate reports.

Communication and Collaboration: Collaborating with other departments and stakeholders to resolve accounting issues and provide financial information as needed.

## Language

English

Hindi

Marathi

## Achievements

Gold Medal 🏆

Mahatma Gandhi Research Foundation.

### AIF (American India Foundation)

This certificate is awarded to for successfully completing the future workspace skills training (2022-23)