

SHREYA GAIKWAD

Accounts executive

Contact-

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Address-

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D.O.B-

04/06/2000

Linkedin –

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Experience-

Current (Since Sep-22)

Shree Gajanan Corporation Pvt. Ltd

- ❖ Sales and purchase on daily basis
- ❖ Bank receipts and payment entries regularly
- ❖ Operation tally prime software
- ❖ Operations on excel ,word, power-point
- ❖ Bank Reconciliation
- ❖ Monthly GSTR1,GSTR3B & GSTR2A Reconciliation
- ❖ Vehicle maintenance
- ❖ Creating and recording cash vouchers
- ❖ Maintaining TOLL and CNG records
- ❖ Monthly TDS working
- ❖ Ariba SAP Working

CA FIRM (Internship)

Duration- 6 Months

- ❖ Filling
- ❖ Sales
- ❖ Purchase
- ❖ Handling clients
- ❖ Petty cash
- ❖ Maintaining client records
- ❖ Monthly GSTR1,GSTR3B & GSTR2A Reconciliation
- ❖ Bank reconciliation

Internship : Internshala

HR INTERN DURATION 4 Months

Languages-

- English
- Marathi
- Hindi

Hobbies-

- Cooking
- Travelling
- Sports
- Watching series
- Learning new activities
- Listening music
- Doing adventurous activities

EDUCATION

- M.com,
2024-67.19
- B.com, Graduation
2021-74%
- XII- Higher Secondary
Feb- 2018
Percentage- 72.31%
- X - Mar 2016
77.40%

Skills -

- Analytical Ability of Accounting
- Quick Learner
- Ability for Multitasking
- Communication
- Client handling