

Parveen Shaikh



About Me



9 years 5 months total experience



May 20, 1991



Hadapsar, Pune



+91-9172892653



pari.shaikh20@gmail.com

MIS Executive



Education

Master of Commerce, Accounting

C K Goyal Arts and Commerce College
Pune University
Pune, Maharashtra

Graduated, May 2013
Marks 65%
First Class

Bachelor of Commerce, Accounting

C K Goyal Arts and Commerce College
Pune University
Pune, Maharashtra

Graduated, April 2011
Marks 62%
First Class

H.S.C, Commerce

Bhairavnath High School and Junior College, Bhosari
HSC
Pune, Maharashtra

Completed, Feb 2008
Marks 54.83%

S.S.C

Chatrapati Shivaji High School Bhosari
SSC
Pune, Maharashtra

Completed, March 2006
Marks 52.80%



Training and Certifications

- GDC & A - (May 2014)
- Typing course (English: 30 w/m) - 2010
- DCA - May 2009
- MSCIT
- Tally- 9
- MS Office (Word, Excel, PowerPoint, Outlook)



Work Experience



January 2012 - January 2015

Sharayu Toyota - **Account Executive & MIS Executive**

Pune, Maharashtra.

- Handling all entries of Sale, Purchase, Service Bill, Expenses Bill
- Daily Bank Reconciliation.
- Vehicle Excise claim
- SO TL Report Target & Achievement
- Tally Operation
- To issue of sale invoice, sale certificate & form 21 for RTO Registration purpose
- New vehicle sale invoice enter to tally



January 2015 – May 2017

➤ SAR Group of Industries - **Account Executive**

Pune, Maharashtra

- Handling all accounting entries
- Work in finalization balance sheet
- GST related all data updating & GST portal handled
- Daily Report Maintain & attending team meetings
- Professional Tax Online Payment



August 2017 – July 2018

➤ Dnyan Automation Pvt. Ltd - **Account Officer**

Pune, Maharashtra

- Handling all accounting entries
- Work in finalization balance sheet
- GST related all data updating & GST portal handled
- GSTR-1, GSTR-3B filing monthly wise



August 2018 - Till date

➤ Modern Enterprises (working - Honeywell Automation India Ltd) – **Data Analyst**

Pune, Maharashtra

- GST related all data updating & GST portal handled
- VAT certificate covering letter updation
- State wise C form issue & MIS report updating
- SAP handled - purchase register/sales register/ invoice checking
- Filling GSTR1(Sales) & GSTR3b(Purchase)
- Reconciliation of GSTR2a
- Invoice checking in SAP Software against PO
- E-way Bill reconciliation with sales register – Goods or Sales



Personal Interests

- Reading Blog & Stories
- Surfing through web
- Travelling to Historical places
- Making New friends
- Playing in-house games



Computer Proficiency

Software

CTDMS	● ● ● ● ●
i-Crop	● ● ● ● ●
Tally erp-9	● ● ● ● ●
SAP	● ● ● ● ●

Web Portal

GST Portal	● ● ● ● ●
E-way bill	● ● ● ● ●



Personal Details

Birthday:	May 20, 1991	Marital Status: Married
Gender:	Female	Nationality: India
Blood Group:	B +ve	
Husband's Name:	Reynold Bardeskar	
Address:	A/405, Sanjuda complex, Near Bhekarai Jakat Naka, Phursungi, Pune - 412308, Maharashtra	

Declaration

Pune, Maharashtra

Parveen Shaikh