

## **RESUME**

**Name** : Miss Pranali Somnath Wani

**Permanent Address:**

Pragatinagar, T.C. College Road,

Opp Creative Academy

Baramati Dist-Pune-413102

**Contact details:** Mob no. 9322261857

Email id: [pranaliwani191@gmail.com](mailto:pranaliwani191@gmail.com)

[pranaliwani191@zoho.com](mailto:pranaliwani191@zoho.com)

**Career Objective:**

Looking for challenging job with greater responsibility and good chance for growth, I would like to explore myself in your organisation. I declare that the below information is true with my knowledge.

**Educational Qualification:**

EXAM	INSTITUTE	UNIVERCITY/BOARD	YEAR	% OF MARKS
S.S.C	M.E.S. High School, Baramati	Pune Division Board	March-2010	67.82%
H.S.C	Tuljaram Chaturchand College, Baramati	Pune Division Board	February-2012	58.67%
Bcom	Tuljaram chaturchand College Baramati	Savitribai phule pune univercity	April -2015	58.16%
G.D.C&A	GOVT Diploma in Co-Operation & Accountancy Board	GOVT Diploma in Co-Operation & Accountancy Board	May-2015	59.67%
C.A.	ICAI	ICAI	-	IPCC Appear

### **Work Experience:**

- ❖ 1 year experience in Kamal Bajaj Showroom as an Cashior,baramati.
- ❖ 1 year experience in Disha Computer institute as a Faculty member,baramati.
- ❖ 8 Months experiyance in Pravin bangar & Associates as a article assitant narayan peth Pune.
- ❖ 2 years experience in Ketan Shah & Associates as a article assistant Erandwane,pune.

### **Skills:**

- ❖ MS-Office, Excel, Power point Presentation
- ❖ Practice in GSTR-1,GSTR-2,GSTR-3B returns filling
- ❖ Hands on experience in Accounting and Tally
- ❖ GST Registration,E-Waybill etc.
- ❖ Handling Internal VAT Audit & GST Audit in last 3 years

### **Personal Qualities:**

- ❖ Strong Communication Skills
- ❖ Presentation Skills
- ❖ Hard Working
- ❖ Committed to work

### **Professional Experience:**

C.A. FIRMS – Pravin Bangar and Associates, Ketan Shah and Associates Erandwane,Pune.

### **Responsibilities:**

- ❖ Responsible to maintain the books of accounts for the company
- ❖ Maintain bills and receipts for any transaction recorded
- ❖ Draw the trail balance and balance sheet at the end of the year
- ❖ Maintain subsidiary books and prepare for the payroll payments
- ❖ Account Reconcialiation
- ❖ Take in account errors while recording,posting or balancing any account

### **Strengths:**

- ❖ Hardworking & Sincere
- ❖ Good Team Worker

### **Job Responsibilities:**

- ❖ Tallying cash on Daliy basis

- ❖ Receipts and payments
- ❖ Daily checking the bank balance of the Company
- ❖ Preparation Bank Reconciliation Statement on monthly basis
- ❖ Booking indirect expenses like Telephone bills, Water bills etc.
- ❖ General Monthly Sales Report
- ❖ Audit on cash and Bank Balance on daily basis
- ❖ Mainyaining all records like sale,vouchers,bank statemet in proper order
- ❖ Export & Import Documets Preparation
- ❖ Bank audit ( last 2 years Baramati blood bank audit)
- ❖ Internal and external audit
- ❖ GST audit (filman filtration pvt Ltd, filtropumps,compact services Erandwane Pune)
- ❖ Eway bill ,Filling GST returns & VAT audit reports etc.

**Personal Details:**

Date of birth: 18/09/1994

Language Known: Marathi, Hindi, English

**Declaration:**

I Confirm that Information Furnished by me in this resume is true to best my knowledge.

**PLACE:**

**DATE:**

**SIGNATURE:**

(Pranali Somnath Wani)

