

**SHUBHADA SADASHIV KANADE**

Bldg No.2, C-Wing,Room No-102,

Parishram CHS, Chakkikhan, W.E.Highway,

Santacruz (E), Mumbai – 400055.

Mobile No. 7039793848

Email id : [shubhadakanade1998@gmail.com](mailto:shubhadakanade1998@gmail.com)

**OBJECTIVE**

To fulfil the Duties entrusted to me to the best of my knowledge & to your satisfaction.

**KEY RESPONSIBILITIES HANDLED**

**PROFESSIONAL EXPERIENCE:**

- ❖ Currently Working With M/s. Shri Bio Fuels as an Account Executive.
- ❖ Working With **M/S. Dr. Mulgaonkar's Abhinav Sushrut Hospital** as an Account Executive January 2021 to March 2023
- ❖ Working With **M/S. Neelam Global Pvt. Ltd. (Import/Export Co.)** as an Account Executive  
From: 9<sup>th</sup> March 2017 to 8<sup>th</sup> June 2020
- ❖ Working with **M/S. N. M. Bansal & Co.** as an Accountant cum Office Assistant  
From : August 2014 to February 2017

**JOB PROFILE**

- E-Invoice & E-Way Bill Generation.
- Knowledge of GSTR-1 & GSTR-3B.
- Passing Sales & Purchase entries in Tally ERP 9
- Daily making Cash, Journal, Payments Receipts Entries.
- Month wise Bank Reconciliations.
- Preparing TDS data in Excel Sheet.
- Maintaining Stock Details.
- Handling & Maintaining Files & Petty Cash.
- Receiving and replying all the incoming mails.
- Preparing Cheques, NEFT, RTGS.
- Regular Follow up with customer for payments, with Bank for Documents, with Suppliers for Bills.

**EDUCATIONAL QUALIFICATION**

- ✓ T.Y.B.Com Passed from Mumbai University. (March 2014)
- ✓ H.S.C Passed from Anandilal Podar Junior College. (March 2010)
- ✓ S.S.C Passed from Maharashtra Board - Prabhat Colony Secondary High School. (March 2005)

### **TECHNICAL SKILLS**

- Basic In Computer (M.S. Word, M.S. Excel, Powerpoint, Internet)
- Tally ERP 9

### **PERSONAL PROFILE**

- **Date of Birth** : 15 June 1989
- **Marital Status** : Unmarried
- **Interests/Hobbies** : Reading Books
- **Languages Known** : English, Marathi, Hindi

Thanking you,

(Shubhada Kanade)