

Shinde Tejas Devidas
Mobile: 9403933079
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Career Objective

To associate with a reputed organization where my knowledge and skill can be efficiently utilized and help in building my career in the field of accounts.

Experience Summary

Experience 0 Year 11 Months at Pansare Associates, Pune {Since Dec 2021 – Nov 2022}

Accounting Skill

- ☒ Journal and voucher entries
- ☒ Invoice Processing
- ☒ Book keeping.
- ☒ Bank reconciliation
- ☒ Basic knowledge of GST & GST returns.

Other Skill Sets

- ☒ Strategize and timely execution with the maximum utilization of resources.
- ☒ Constant team work approach and can manage independent responsibilities as per Organizations demand.
- ☒ Incessant development of technical, interpersonal and communication skills to meet the team requirements.
- ☒ Quick learner
- ☒ Problem solving skill

Computer Skills

- Windows operating systems based computer usage
- Comfortable with MS-Word, MS-Excel, MS-Power point
- Comfortable with usage of internet for mailing
- Tally ERP 9.0
- Typing 40 WPM

Academia

- 2019** Diploma in Taxation Law from LBT LAW College, Nasik, Pune University
- 2017** M.Com, Pune University.
- 2015** B.Com from Bhonsala Military College.
- 2012** XII from Bhonsala Military College.
- 2010** X from Janata Vidyalaya, State Board.

Personal Vitae

Date of Birth : 4th November 1994
Contact Address : Regalia Apartments, Yamunanagar Road, Wakad, Pune - 411057
Languages Known : English, Hindi, Marathi.

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge and belief.

PLACE: Pune

Your's Sincerely,

DATE: 5th September 2023

Mrs. Tejas Ahire