

CURRICULUM VITAE

RAUT ARCHANA MAHADEV
C/o. Sourabh Ananda Shinde
Pristine Pacific Co-Op Society Ltd.,
Phase-I, Building – I, Block No.401
Survey No. 36. Narhe Road, Dalvi Nagar,
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Mob. No. – 8976650985.

OBJECTIVE

Aiming to achieve a challenging & successful career where I can make a significant contribution using my innovative ideas, knowledge, skills with the objective of development & growth of organization.

PERSONAL INFORMATION

Date Of Birth : 01st February, 1996
Languages Known : English, Hindi, Marathi
Nationality : Indian
Marital Status : Single

EDUCATIONAL QUALIFICATION

Examination	Year	University	Performance
B.Com (A&F)	2016	Mumbai University	77.50%
HSC	2013	Maharashtra State Board	65.17%
SSC	2011	Maharashtra State Board	66.73%

TECHNICAL QUALIFICATION

- Tally ERP.9
- MS Excel
- English Computer Typing-30 WPM
- MS-CIT

WORK EXPERIENCE

1. Worked with “**The Dharampeth Mahila Multi-state Co-operative Society Limited, Nagpur**”, Sinhagad Road Branch, Pune-411051 from 19th August 2019 To 26th June 2020 as Probationary Officer-III.

Nature of work:

- Worked in various sections i.e. saving accounts section, Recurring deposits sections, Fixed Deposit section, Loans and advances section,
- Transaction entries - Transfer, clearing etc

- Cash section
- Covering vouchers
- MSEB collection section
- Other misc. work.

2. “M/s S. V. Associates”, Thane, as a Account Assistant from AUG 2017 to MAY 2019
Associate Tax Consultants

Nature of work:

- Entries of sales & purchase in Tally ERP.9
- Preparation and filing of GSTR3B Returns.
- Preparation and filing of GSTR 1 Return.
- GST Working in Excel.
- Checking of GSTR2A (Purchase data)
- Bank Reconciliation.
- Credit Note & Debit Note Entries.

Date:

Place: Pune

(Archana Raut)