

SAYLEE SHEDE

29, Vivekanand society,

dhobhighat, Vakola Bridge,

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Career Objective:

To enhance my knowledge and have valuable contribution towards the growth of the organization.

Educational Qualifications (Pre-University)

Examination	Institution	%Mark
S.S.C. (2014)	Maharashtra state board	90.20%
H.S.S.C. (2017)	Maharashtra state board	78.62%

Educational Qualifications (University)

Bachelor of Management Studies (B.M.S finance), R.A.Podar College of commerce and economics

Semester	Year	SGPA	Semester	Year	SGPA
I	2017	9.45	II	2018	9.85
III	2018	10.00	IV	2019	9.40
V	2019	9.55	VI	2020	9.85

Work Experience

YUKTI Educational Services Pvt Ltd (Vile Parle)

- Department- marketing
- Designation- tele calling
- Date of joining- April 2016- June 2016

ZARA Inditex Trent Retail Pvt Ltd (Colaba)

- Department- Sales
- Designation- Sales assistant (cashier)
- Date of joining- April 2017- June 2017

FIRSTSOURCE SOLUTIONS Limited (Malad)

- Department- Technical support
- Designation- Senior Customer Service Associate (Chat process- Repair & troubleshooting)
- Date of joining- Feb 2021- March 2021

C.A. GOSAR & GOSAR

- Department- Accounting, Taxation & Administration
- Preparing and filing of GSTR Returns being GSTR1, GSTR3B, GSTR 9
- Preparing and filing of TDS & TCS Returns being form 24Q, 26Q, 27EQ
- Basic Tally Accounting,
- Preparation of Financial Statements
- Audit of Financial Statements including vouching
- Preparing Income Tax Computation
- Handling administrative work
- Software known: Tally, Winman for GST, Genius for Direct Tax.
- Date of Joining- Aug 2021- Present

Positions of Responsibilities

- Head of department (Administration) in 'Mathematrix 2019'(mathematics based event)
 - Head of department (Administration) in 'ENIGMA 2019'(cultural event)
 - Head of department (Administration) in 'MONETA 2019'(financial market based event)
 - Volunteered in Exhibition,Public Relations, Promotions, Creatives,Hospitality,Marketing in 'MONETA' 'Mathematrix' & 'Enigma' 2017,2018
 - Volunteered in Moneta for Schools 2017,2018,2019
 - Committee member(Administration) in FINACC 2018(Accounts and Finance events)
 - Volunteered in Public Relations, Promotions, Creatives, Hospitality in FINACC 2017
 - Volunteered in Administration, Public Relations, Promotions, Creatives, Hospitality, Marketing in HUNAR 2017
- Social activity: LEARN INDIA 2017, 2018, 2019(spreading financial literacy)

Key skills

Team work, communication, time management, working under pressure, organizing, coordinating.

Computer Knowledge

MS (Word, Excel, Power Point)

Language Skills:

English, Marathi, Hindi.

Interests and Hobbies:

Arts, reading, music.

The above information is true and best of my knowledge and if given chance, I assure you to be fulfilling your aspirations and trying my best in all situations.

Place: Mumbai