**Curriculum Vitae**

**Shweta N Kshirsagar**

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Career Objective:

My objective is to work in a challenging environment that would assist an enterprise in enhancing its growth and profits, to provide utmost satisfaction to my superiors and strive for the success of the company.

**Academia:**

* **Master of Business Administration (**Finance**)** from Gurukul institute of management Gulbarga. (Sikkim manipal University 2012), **With First Class 60%.**
* **Bachelor of Commerce** from Godutai degree college Gulbarga (Karnataka state woman’s University 2010), **secured 70.04%.**
* **Class 12th**(Commerce Stream with HABE) from Matruchaya, sedam, Dist. Gulbarga (Karnataka State Board in 2007), **secured 53.50%.**
* **Class 10th** from Matruchaya,sedam dist. Gulbarga.(Karnataka State Board in 2005) **secured 50.56%.**

**Certification:**

* Diploma in Computer Accounting (Tally 9.0) certified by **Hi-TECH COMPUTERS.**
* Advanced Basic course in computer (Internet, MS-Excel, Power point, MS- Word.) certified by **VAPS TECHNOSOFT PVT.LTD**
* Completed **ICA** Course in Computer Accounting & Taxation (Tally ERP9, Advance Excel, MS Office & Taxation)

**Professional Experience:**

* Working in - LARSEN & TOUBRO LIMITED (SSC), Nashik Fata, Pune from 06th May, 2019 to 12th April, 2020 as Sr Associate – Operations.

**Work Area:**

* Data Entry – Booking of Purchases, Expenses and payment entries.
* Bank reconciliation in Tally ERP 9
* Lease Rental Process – Checking, Preparing and Maintaining Lease Agreements.
* TDS return process – Checking TDS return data, making month on month TDS payments and preparing quarterly TDS returns and thereafter rectification if any.
* Accounting software used - Tally ERP 9 and some functions of SAP fico module.

**Professional Knowledge Gained:**

* TDS related knowledge – TDS sections, applicable rates, 24Q & 26Q
* GST knowledge – Treatment of input & output GST, its impact in books, ineligible GST cases.
* Short cut keys of Tally ERP.
* SAP functions – FB03, FB60, Miro, FBL1N, FBL3N, Some company specific ZFI functions.

**Extra Co-curricular Activities:**

* Ability to work in group as well as independently. Dedication to continuous.
* Excellent organization skills. Timely competition of work and hard working.
* Good analytical and presentation skills. Able to identify & resolve problem in timely manner.
* Got certificate in “Customer interaction project” by Frankfinn institute of Air hostess training.

**Key Attributes:**

* Recently gained a year of experience in MNC company.
* Combine knowledge of general accounting, statutory compliances.
* Hands on software like Tally 9.0, MS Office and some of SAP system.

**MBA Project Certification:**

**Project Title:**A.study on evaluation of financial performance of textile industry with respect to ksic Ltd. Bangalore.

**Description:** In this project I had an opportunity to go through the industrial profile, company profile and financial analysis of company.

The main objective of this training is:

To know the practical applicability with respect to the theoretical concept. To know the manufacturing process in the business concern. To understand the behavior and culture of the organization. To know about the various policies and procedures and its performance in future strategies.

**Personal Profile:**

Name : Shweta Kshirsagar.

Father name : Narayanrao kshirsagar.

Sex : Female.

Date of birth : 29 September 1989.

Marital Status : Married.

Language known : English, Hindi, Kannada and Marathi.

Hobbies : Playing carom, Running (Won state level prizes at college level)

Local Address : Flat No.101, Wing C, Laxmi Bhakti Apt.,

Rahatani, Pune – 411017.

Place : Pune.

Date :

**Shweta Kshirsagar.**