**Sabina Chandrashekhar Shirodkar**

**Address: H No 629, Haldanwadi Mayem**

**Bicholim - Goa 403504**

**Mobile No: 7020674347/9011872721**

**E-mail ID:** [**sabinshirodkar10@gmail.com**](mailto:sabinshirodkar10@gmail.com)

**CAREER OBJECTIVE:-**

My forte is to meet challenges, prove and excel as a performer in a competitive world of business. My mission is aligned to the Company’s mission and I set out to achieve it with confidence and loyalty. My skills, special training and experience will positively impact the organization in meeting goals.

**PERSONAL INFORMATION:-**

* Father’s Name: Chandrashekhar Shirodkar
* Mother’s Name: Geeta Shirodkar
* Date of Birth: 10/07/1995
* Gender: Female
* Religion: Hindu
* Nationality: Indian
* Marital Status: Unmarried

**KEY STRENGTHS:-**

* Highly motivated and goal oriented.
* Able to plan, develop, co-ordinate and communicate.
* Able to work with a team.
* Remarkable ability to work well under pressure, meet deadlines, organize workload and maintain accurate records.
* Hard working, Ability to cope with failures and try to learn from my mistakes.

**EDUCATIONAL QUALIFICATIONS:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **LEVEL** | **B.COM** | **XIIth STANDARD** | **Xth STANDARD** |
| Grade obtained | First Class | First Class | Second Class |
| Institution | Narayan Zantye College Of Commerce | Shri Shantadurga Higher Sec School | Our Lady of Grace High School |

**PROFESSIONAL QUALIFICATIONS:-**

* Advanced in Computer Applications in Vedanta Foundation Bicholim Goa
* Tally Champs in Kunjal Academy Bicholim Goa
* Banking Course in Commshala Banking Academy Mapusa Goa

**COMPUTER KNOWLEDGE: -**

* Operating Systems, MS Office, MS Excel
* Knowledge of GST in Tally ERP.9 Software. ( Filing GSTR 3B, GSTR 1)
* Filing of Returns – Income Tax & GST
* Experienced in Finalisation of Accounts, Audit

**WORKING EXPERIENCE:**

* **Jitendra Bandekar & associates( Tax and Accounts)**

Currently working as an Account Assistant in Tax Consultancy Office Bicholim Goa for last 4 years.(From 2015 to Present)

**LANGUAGES KNOWN:-**

* To Read, Write & Speak - English, Hindi, Konkani, Marathi

**HOBBIES / INTERESTS:-**

* Listening to Music, Playing, & like to take challenges & fulfill them.

The above stated are true to the best of my knowledge. References and Documents to validate the above mentioned would be available when required.

**(Sabina Chandrashekhar Shirodkar)**