

## **CURRICULUM VITAE**

**Miss. Sheetal Yogesh Shahane**

Contact No. : **8956503563**

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### **Objective:**

Looking for an entry in to a world class, highly professional organization with challenging and competitive environment, where I can use my knowledge based as well as personal attributes to achieve the organization goals.

### **Competencies:**

- Time Management
- Eagerness to learn
- Quick Learning Skills

### **Work Experience:**

- 1) Currently working with **MAPSV & Associates** CA Firm from 1<sup>st</sup> April,2018 Nasik.

#### **Role and Responsibilities:**

- Responsible for day to day accounting, purchase and sales accounting
- Vendor/creditor payment and reconciliation periodically
- Expenses booking and payment procedure
- Finalization of Accounts
- Preparation for Income Tax Returns and Filing of Income Tax Returns of various parties
- Preparation for GST Returns and filing of GST Returns
- Preparation for VAT ,Central Sales Tax, Excise Audit
- Enter bank transactions and reconcile bank balances on monthly basis by using accounting software, i.e. TallyERP9
- Handling bank related matters and preparation of bank reconciliation statement.
- Bank Audits

- 2) Worked with **Alcon Electronics Pvt.Ltd., Satpur, Nashik** from 1<sup>st</sup> Sept,2016 to 31<sup>st</sup>March,2018

#### **Role and Responsibilities:**

- Booking of Import and Export invoices
- Booking of Local invoices
- Cash management and cash book reconciliation
- Planning, Studying, and collecting data to determine costs of business activity such as raw material purchases, inventory and labor.
- Analyzing data collected and recording results
- Analyzing changes in product design, raw materials, manufacturing methods, to determine effects on cost
- Analyzing actual manufacturing costs and preparing periodic reports comparing standard costs to actual production costs
- Recording cost information for use in controlling expenditures
- Making estimates of new and proposed product costs

- Conducts physical inventories and monitors cycle count program
- Reconciles finished goods inventories.

### Qualification:

EXAMINATION	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
C.M.A(Final)	ICAI	Dec 2018	50%
C.M.A(Intermediate)	ICAI	June 2016	57.12%
C.M.A(Foundation)	ICAI	Dec 2012	59.5%
M.B.A(Finance)	Pune University	2017	74.27%
B.COM	Pune University	2015	81.41%
H.S.C	Pune University	2012	81.33%
S.S.C	Nasik Board	2010	92%

### Achievements and Participations:

- Secured 1<sup>st</sup> position in school and college academics
- Secured 3<sup>rd</sup> position in Paper Presentation in Ahoy 2017
- Secured 2<sup>nd</sup> position in Business Plan in Ahoy 2017
- 1<sup>st</sup> prize in swimming competition at Rajmata Jijau Taran Talaw, Nasik Road
- Performed dance in 'Ashwamedh' function organized by Yashwantrao Chavhan Maharashtra Open University. Chief guest was former President Hon.Mrs.Pratibhatai Patil
- Participated in KUMBHTHON organized by TATA Motors
- Volunteer at NGO- The City Needs Me Nashik

### Technical Experience:

- Worked in a computer based environment and thus have working experience of various ERPs as well as **MS Office (Word, Excel)**. Also completed computer training conducted by ICAI-CMA.

### Personal Information:

Name : - Miss. Sheetal Yogesh Shahane  
 Permanent Address : - 34/35 Kulthe Building, Shivaji Chowk, Bhagur, Nashik  
 Date of Birth : - 07<sup>th</sup>May, 1993  
 Language Known : - English, Marathi, Hindi.  
 Marital Status : - Single  
 Gender : - Female  
 Hobbies :- Swimming, Dancing, Cooking