

Curriculum Vitae

RUCHITA EKNATH VADNERE

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Objective

To work hard with full determination and dedication to achieve organizational as well as personal goals and to enhance my knowledge.

Education

1. CA Final (Appearing)
2. M.com-Pune University with 64%
3. B.com-Pune University with 70%

Extra-Curricular Activity

1. Information Technology Training, General Management Communication & Skill, Orientation by Institute of Chartered Accountant of India (ICAI).
2. Computer Knowledge – Tally ERP-9, MS-Office
3. English Typing with 30 W.P.M. (A+ Grade)

Experience in Hand

1. Article ship Training with Shah & Pahade Chartered Accountant for 3 Years from April 2014 To June 2017
2. Working as Senior Accountant in the BISLD Nashik from Jan 2018 to till date.

Type of Work

1. Maintain books of Accounts & Preparation of Financial Statements of Partnership Firm, Trust, Proprietorship also prepare financial report to project manager/co-ordinator.

2. Ensure complete documentation of financial transactions.
3. Track project budget and brings issue up to project manager/co-ordinator in timely fashion.
4. Ensure the procurement policies are followed and material purchase with project funds is entered in inventory and that their use is effectively monitored.
5. Information to management for financial MIS.
6. Coordinate with field and branch office.
7. Prepare financial statements of accounts.
8. Facilitate audits.
9. Handles the bank matters.
10. Handles petty cash & cash book.
11. Preparation of Tax Audit Report, VAT Audit Report, Income Tax Returns, VAT Returns, Service Tax Returns etc.
12. Bank reconciliations.

Strengths

- Flexibility and Adaptability to work in any environment.
- Hardworking nature
- Quick learner

Personal Information

Date of Birth: 12th August 1994

Address: HIG-18/3, 6th Scheme, Opp. Upendranagar,
CIDCO, Nashik-422008.

Marital Status: Unmarried

Language Known: English, Marathi, Hindi

Declaration

I hereby declare that the particulars furnished above are true, complete and correct to the best of my knowledge and belief.

Date:

Signature
(Ruchita E. Vadnere)