

# Tejal Manohar Shinde

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## PROFILE

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To utilize my skills to work towards attaining the Organizational Goals along with a chance to apply my thoughts and technical abilities for the growth of the organization and in the process also enhance my skill set continuously.

## EDUCATION

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<b>Bachelor of Business Administration(BBA)</b> Shivaji university (1 class)	2024   Kolhapur
<b>Higher Secondary College</b> Maharashtra State Board (I Class)	2021   Kolhapur
<b>Secondary School Certificate</b> Maharashtra State Board (I Class)	2019   Kolhapur

## COURSES

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**Tally Prime**

**Advance Excel**

**MS-CIT**

**GST**

## SKILLS

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- |                         |                           |            |                                 |
|-------------------------|---------------------------|------------|---------------------------------|
| • Account payable       | • Account Receivable      | • TDS      | • Bank Reconciliation Statement |
| • GST Report MIS Report | • Finalization of Account | • MS Excel | • and MS Word                   |

## OTHER SKILLS

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|--------------|---------------|------------|
| • Tally ERP9 | • Tally Prime | • MS-EXCEL |
| • MS-Word    |               |            |

## SOFT SKILLS

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|---------------------|-------------------|--------------|--------------|
| • Positive Attitude | • Team Management | • Leadership | • Confidence |
| • Problem solving   |                   |              |              |

## PROFESSIONAL EXPERIENCE

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**I am Fresher**

## PROJECTS

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### A STUDY OF LOANS AND DEPOSIT

With special reference to “Janutkarsh Gramin Bigar Sheti Sahakari Patsanstha maryadit; Wakurde khurd.