**Seema Vinayak Pastapure**

E-mail –seemapastapure95@gmail.com

Mobile: +91 9028466135

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| **Career Objectives:** |

To hold responsible and challenging position at any organization .Where I can

use my knowledge and fullfiled my parents dream.

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| **Internship:** |

* Irfan Shaikh & Co. Chartered Accountants

Post: Trainee – Audit Assistant

Period: September 1 to October 31

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| **Academic Qualification:** |

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| **Name of Degree** | **Year of Passing** | **Board/University Name** | **Marks** |
| B.com | 2015-16 | Swami Ramanand Tirth Marathwada University Nanded. | 65.59% |
| H.S.C | 2012-13 | Latur Board. | 48.83% |
| S.S.C | 2010-11 | Latur Board. | 79.45% |
| CAM(Corporate Accounts Manager) | 2016-17 | Pune |  |

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| **Technical Skills, Computer Literacy:** |

* Courses completed in March 2017 in NILAYA’S ICATS INTITUTE OF COMMERCE, Pune.
* **Course Content:**
* Accounting with Scrutiny & Finalization on Tally EEP 9 (series 3)
* Accounting with Direct & Indirect Taxes (Income tax, TDS, VAT, EXCISE, SERVICE TAX)
* Accounting with Payroll, Inventory, Cost centers, bill by bill etc.
* Preparation of Management Reports, VAT Reports & Tax Reports.

**Accounting Of Following Companies, Till Finalization, Tax Reports & Management Reports.**

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| **Name of Company** | **Areas Covered** |
| Ankur Plastic pvt ltd | A manufacturing company with manufacturing voucher, stock journal, excise invoicing, Accounting of foreign exchange(FOREX), maintaining multiple go-down cost center |
| Green Life Foundation | Pay-Rolls & TDS & related to salary |
| m/s Funny Computers | VAT statutory set up, inventory set up, interest calculation in tally, bill by bill entry of debtor & creditor, entry of TDS |
| Fashion Enterprises | Created ledger, accounting vouchers, scrutiny of P&L A/c &Balance sheet, also prepared P&L A/c & schedule in MS Excel. |
| Karuna Earthmovers pvt ltd | Service provider company with service tax, TDS, petty cash statement, pay-roll, bill by bill statements. |

* **Expertise in Computer Software;**

**MS-Office Excel:** Preparation of Financial statements, pay-roll, documents, data sorting, filtering, preparation of management reports.

**MS-Office Word:** Creating documents, letter heads, communication with customer, bankers & suppliers etc.

**Tally ERP 9 (series 3):** Clear command in Tally operation.

Internet basic operation, Email: Necessary Operating.

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| **Personal Information:** |

**Name**: Seema Vinayak Pastapure

**Date of Birth:** 06 June 1995

**Language Known:** Marathi, Hindi, English (Read, write, speak)

**Address:** kk market, punai nager, Gajraj Complex, flat no 32

**Declaration:** I hereby declare that the above mentioned information is correct up to my knowledge & I bear the responsibility for the correctness of the above mentioned particulars.

Date: 09/08/2017

Place: Pune Seema Pastapure