

## **CURRICULUM VITAE**

**Candidate Name: Pratiksha Ramchandra Waghmare**

**Contact No: 9172140373**

**Email id: pratiksha28waghmare@gmail.com**

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### **CAREER OBJECTIVE:**

To associate myself with an organization to which I can give my best and which offers me an opportunity to continually grow and learn every day.

### **PROFESSIONAL SUMMARY:**

- Professional with 2.6 years of experience in Accounting.
  - 3 Months Internship in Finance Axis Bank.
  - 6 Months Experience with Tax Consultant Nitin Tanpure & Associates as Accounting & Taxation Practitioner.
  - 2 Year's Experience in Kaushal Fire Protection as an Accountant.
- Hands on Experience on Tally Prime, Tally ERP-9.
- Good Knowledge of Computer (MS-Excel, MS-Office).
- Creative, resourceful, and flexible professional with the ability to adapt to changing priorities, maintain a positive attitude, and strong work ethic.
- Excellent communication, interpersonal and interaction skills.

### **ROLES & JOB DESCRIPTIONS:**

- **Account's Head**
  - Invoice Processing in Tally.
  - All Entries in Tally (i.e Purchase, Sales, Receipt, Payment, debit/credit Note).
  - Generate Purchase Orders.
  - Maintain Bank Statements.
  - Prepare GST working sheet for filling returns.
  - Maintain Sundry Debtors & Creditors Payments & Payment follow up from Sundry Debtors.
  - Create ESIC & PF Number of Employees.
  - Make Salary of Employees & Payment of parties.
  - Maintain Petty Cash Expenses & Handle Cash.
  - Bank Reconciliation, Branch Accounting.
  - Professional Tax Working & Filling.

### **TECHNICAL SKILLS:**

- Tally ERP9 & PRIME.
- MS-Excel.

**EDUCATION SUMMARY:**

<b><u>Stream</u></b>	<b><u>Board/University</u></b>	<b><u>Year</u></b>	<b><u>Marks</u></b>	<b><u>Status</u></b>
MBA (Finance)	SNG Institute of Management & Research,Jaidwadi-Pune.	2021	76.25	Completed
B-Com	Hutatma Rajguru Mahavidyalaya,Rajgurunagar	2019	73.25	Completed
XII	Hutatma Rajguru Mahavidyalaya,Rajgurunagar	2016	69.20	Completed
X	Priyadarshani English Medium School,Waki-Khurd	2014	67.20	Completed

**ACHIEVEMENTS:**

- Certificate in Short Term Course in Banking & Finance Competition.
- Certificate in Disaster Management Competition.

**PERSONAL TRAITS:**

- Willing to learn new things.
- Hardworking Nature.
- Positive Attitude.

**HOBBIES:**

- Playing Badminton.

**PERSONAL PROFILE:**

Name : Pratiksha Ramchandra Waghmare

Date of Birth : 28/10/1998

Languages Known : English/Marathi/Hindi

Permanent Address : At Post Chandoli,Rajgurunagar,Tal-Khed,Dist-Pune-410505

Present Address : A8ruderax Tenament Opp Sapayran Masala,Beside Ramjinagar,Nr.Sainath Park,Sayaji Park Society,Vadodara Gujarat.

I do hereby declare that all the information furnished above is true to the best of my knowledge. I would like to seize this world of opportunity and make it my way of life.

**Date:**

**Place: Vadodara.**

**Name:Pratiksha .R. Waghmare**