

RESUME

Sanjana Baba Karande

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Objective

To be a part of an organization which provides enriching workplace for employees to excel through innovation and teamwork.

Education

Degree	Year	University/AICTE	Institute	Percentage
B.Com	2014	MU	Swami Vivekananda	70.00%
12 th Com	2010	MAHARASHTRA STATE BOARD	C.E.H.S.& Junior college	56.00%
S.S.C	2008	MAHARASHTRA STATE BOARD	Bombay Assemblies Of God Day School	40.15%

Work Experience

- CA H. S. Modak & Co. (Proprietary Concern)
- I am working as an Jr.Accountant since **May, 2015**.

Work Profile

1. Handling Petty cash
2. Checking of the day to day routine vouchers
3. Sales & Purchases entries
4. Receipt & Payment entries
5. Filing of TDS Return and data entry.
6. Preparing Profit and loss A/c & Balance Sheet.

Achievements

- Won certificates at school Level for Handwriting.
- Completed . MSCIT Course & Tally ERP 9.
- Certificate for completion of English Typewriting with speed of 30 W.P.M. from MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE

Personal Details

Date of Birth : 14th January 1992

Address : Block No-A/7 Harijan Vijay Chs,
Sion Trombay Road,
Chembur,
Mumbai - 400071.

Hobbies : Listening music, Badminton, Dancing.

Languages known : English, Marathi, Hindi