

Miss. SULAKSHANA GIRISH KHAWNEKAR

Add: - 101'E' wing , Maple ,Adhiraj Gardens
Plot no. 32, sector 5
Kharghar Navi Mumbai 400210
Contact No:- 9619031259



KEYWORDS:

- **READY TO LEARN MORE THINGS.**
- **LIKE TO ACCEPT NEW CHALLENGES**
- **RESULT ORIENTED WORK**
- **EXPERIENCE OF WORKING IN A TEAM OR GROUP**
- **READY TO TACKLE DIFFICULTIES IN JOB.**

EDUCATIONAL QUALIFICATION

Education	University	Specialization	Year	Percentage
ACTL (ADVANCE CERTIFICATE COURSE IN TAX LAW)	Indian Merchant's Chambers	INCOME TAX & INDIRECT TAXES (VAT,CST,SERVICETAX, EXCISE & IMPORT- EXPORT)	2013	52
B.COM	Mumbai University	Commerce with taxation & computer	2008	50
HSC	Maharashtra state board	Commerce	2003	58
SSC	Maharashtra state board	Sanskrit	2001	58

PROFESSIONAL QUALIFICATIONS

- Working Knowledge of **Windows, MS Office and Internet, Tally 9.**
- Certificate in **MS CIT.**
- Certificate in **FoxPro**

- Programming in C.
- Certificate in Typewriting(English) 40W.P.M
- Certificate in Typewriting(Marathi) 30W.P.M

PERSONAL DETAILS

Date of Birth : 24th Jan'1985.

Contact No : 9619031259

Email address : suluk1985@yahoo.co.in

Gender : Female

Marital status : Single

Nationality : Indian

Languages known : English, Hindi and Marathi

Place : Mumbai

Hobbies : Drawing and Reading Books.

WORK EXPERIENCE:

1. Had worked in Kansan communication located in Powai for 3 months as computer operator in from August 2008 to October 2008.

Job detail: Drafting letters in word, data entry and payment reminder calls etc.

2. Had worked in Platinum One Wealth Adviser Pvt. Ltd. For 6months as tele-caller in from September 2009 to February 2010.

Job detail: Tele calling for leads generating and verification process.

- 3. Had Worked in Agrico Mining Spares co. since 4.5 years as an accountant from JULY 2010.**

Job detail:

- 1) Preparing bills & chalaan, credit note, debit note.**
- 2) Preparing documents for dispatch of material to other states.**
- 3) Preparing expense vouchers.**
- 4) Maintaining petty cash book and Cash book.**
- 5) Bank reconciliation and bank related work.**
- 6) Payment processing.**
- 7) Preparing salary sheet.**
- 8) Assisting in finalization work.**
- 9) Monthly report of sales & purchases.**
- 10) Working in Tally ERP 9.**
- 11) Knowledge of Income Tax.**
- 12) Knowledge Of GST and TDS calculations.**
- 13) Also of quotation, order and enquiry.**

- 4. Had Worked in Fateh Industries from Jan 2015 to April 2015 as an account assistant.**

Job details:

- 1) Preparing expense vouchers.**
- 2) Payment processing.**
- 3) Preparing order & attending calls.**
- 4) Bank reconciliation.**
- 5) Working in Advance Excel & Tally ERP 9.**

- 5. Had Worked in Sachin Enterprises from June 2015 to November 2015 as an Accountant.**

Job details:

- 1) Checking of expense vouchers.**
- 2) Payment processing after deducting tds.**
- 3) Bank related work.**
- 4) Preparation and payment of salary.**
- 5) Preparation of VAT, CST & TDS calculation sheet.**
- 6) Working on Tally erp and windows.**

- 6. Had worked in Chirag Import & Export from August 2018 to December 2018 as an accountant.**

Job details:

- 1) Making day to day entries i.e. sales, purchase, expense & other.**
- 2) Bank reconciliation and bank related work.**
- 3) Checking of expenses vouchers.**
- 4) Knowledge of import documents and entries.**
- 5) Payment processing.**

- 7. Had worked in Dhoble Goods Carriers from February 19 to June 19 as Accountant.**

- 1) Making day to day entries I.e. sale, memo, expense, payments, receipts etc.**
- 2) Bank reconciliation and other banking work**
- 3) Drafting letters for administrative purpose.**
- 4) Payment processing.**
- 5) Monthly payment processing.q**

Date: 01/07/2019
Place: Mumbai

(Miss. Sulakshana G. Khawnekar)