

RESUME

TEJASHRI GANESH KULKARNI

Flat No-907 "A" WING, Nakshtra Society,

Kondhwe Dhawde, NDA Road, Pune.

Email-id – tejukeskar99@gmail.com

Mobile No. - 7774983282

Career Objective

To be a part of an organization which use my skills for its process of growth and change while giving me opportunities to learn and enrich my competencies.

Organization Experience

Tenure	:-	7 th March To Till date
Company	:-	R.M.Kesari & co. (CA Firm)
Location	:-	Karve Road Pune
Designation	:-	As a Accountant

Work Done:-

- Day to day Accounting entries Cash and Bank Expenses and Receipts.
- Bank reconciliation statement, Cash handling.
- Sale and Purchase entries with record of GSTIN No.
- Attendance Record of employee.
- GSTR -1 GSTR-2 GSTR-3B This kind of Returns to be filed.
- Balncesheet & P&L Finalizations
- Filled Salary Income tax Returns

Academic Qualification

- Third year Bachelor of Commerce from Pune University
- HSC from Pune University Board – 2010
- SSC from Pune University Board – 2008

Other Qualification

- MSCIT
- TALLY ERP-9
- TYPING ENGLISH & MARATHI (30 W.P.M)

Competencies

- Good Communication skills.
 - Good Observational & Analytical skill.
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Personal Details

- **Name** :- Tejashri Ganesh Kulkarni
 - **Husband Name** :- Ganesh Jayant Kulkarni
 - **Date of Birth** :- 31st March 1994
 - **Marital status** :- Married
 - **Nationality** :- Indian
 - **Language Proficiency in** :- Marathi, Hindi, English
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If you given the opportunity, my performance will exceed professional standards under all constrains of operating systems.

Yours Faithfully

Date:

Tejashri Kulkarni