

!! Shree !!

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## **Vikas Kushinjar Dorale**

### **OBJECTIVE**

To work for an organization that provides me the opportunity to improve my skills and knowledge to grow along with the organization.

### **EXPERIENCE**

- 1 June 2016 to Current Date
- Working with Pvt. Company.
- Accounting of Individuals, Firms ,Co-Operative Societies & Pvt. Ltd Co.
- Prepare Invoices and Eway bills
- Day to day entries in tally
- GST Working
- Maintain various Report in Excells
- Also handle Recovery & Part of Sales
- Maintain Petty Cash Vouchers

### **CHARTERED ACCOUNTANT TAPASVI ASSOCIATE, PUNE ( Article ship ) 1st Jan 2016 to 31 March 2016**

- Accounting of Individuals, Firms ,Co-Operative Societies & Pvt. Ltd Co.
- Filling of society Audit Report
- Registration of Shop - Act License
- Visited to companies for Audit Purpose

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## STRENGTHS

Year & Level of Passing Class

| Year&Class | University/Board     | Class                                    |
|------------|----------------------|--|
| 2017 M.Com | (Pune University)    | 1 <sup>st</sup> Class With Distinction   |
| 2015 B.Com | (Bharati Vidyapeeth) | 1 <sup>st</sup> ' Class With Distinction |
| 2012 HSC   | (Maharashtra Board), | 1 <sup>st</sup> ' Class 72 %             |
| 2010 SSC   | (Maharashtra Board), | 1 <sup>st</sup> Class 70 %               |

Continuous learner and willingness to improve with experience Able to work in group as well as individual. Ability to handle the pressure situation.

## COMPUTER SKILLS

- Deep knowledge of Tally ERP-9.
- Familiar with Microsoft word & Excel
- Good command over typing.

## PERSONAL DETAILS

- Hobbies : Playing carom, Listening music & Exploring Different kind of places
  - Date of Birth : 25 July 1993
  - Languages Known: English, Hindi, Marathi
- Marital Status : Single  
Nationality : India

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Yours truly,

Vikas K Drale

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