

CURRICULUM VITAE

KOMAL SHASHANK SAGARE

Room No. 1, Plot No. 360, Adarsh CHS.

Sector 3, Charkop, Kandivali – (West), Mumbai: - 400067.

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Career Objective:

To hold the responsibilities of a Junior Accountant position in an esteemed organization, where I could utilize my accounting skills and experience towards the growth of the organization, as well as my career growth.

Key Skills:

- Knowledge of data entry in journal and ledger.
- Proficient in computer applications, tools, used in accounting.
- Excellent knowledge of accounting tools.

Educational Qualifications:

- Appearing PGDM from Welingkar Institute.
- Completed Bachelors in Commerce (II) Class from the University of Mumbai in the year 2010.
- Completed H.S.C. (I) Class from Maharashtra State Board, April 2007.
- S.S.C. (II) Class from Maharashtra State Board, April 2005.

Additional Qualification:

- Tally operating (**version 9 & ERP 9**) From Raj Computer Institute.
- Certified in **MS-CIT** with 76% from 21st Century Computer Training.
- Certified in (1 year) Diploma in Office Management from 21st Century Computer Training. (**MS-Word, MS-Excel, Tally 7.2, D.T.P.**)
- Marathi Typing – 30 w.p.m. with ‘A’ Grade.
- English Typing – 40 w.p.m. with ‘B’ Grade.

Work Summary:

1. Vardhaman & Co. (Tax Consultancy)

Designation: Account Assistant

Duration: 10th Jun. 2010 to 31st July 2013.

Responsibilities

- **Accounting Work:**

- Routine Accounting works, Maintaining Books of Accounts in tally – Cash/Bank books Sales/Purchase Regd., Debit / Credit note/ Journal Regd. Sales / purchase bills Processing, Bank. Reconciliation, Stock Regd. Etc.
- Maintaining proper records of the investments and expenditures.
- Maintaining the proper record of capital and profits of the company
- Responsible for making payment of VAT & TDS.
- Maintaining monthly payroll.

- **Banking:**

- Making Co's, Partners & Director's Daily/monthly Reconciliation Statement.
- Drafting official letter to Bank.

- **Sales/Purchase:**

- Monitoring Purchase Orders, preparing Quotation.
- Preparing Sales & Purchase Bills in Tally ERP9.
- Bills passing / scrutinizing with proper challans, Amendments other documents.
- Preparing Sales Income details, Parties outstanding statements overall controlling for various Tax forms etc.

2. Micron Pharmaceuticals.

Designation: Accountant.

Duration: 1st August 2013 to till date.

Responsibilities

- **Administration**

- Managing Parties outstanding statements and making payments.
- Handling Petty Cash.
- Preparing various vouchers (Cash, Bank & Journal).
- Preparing Bills & Other administrative documents.

- **Banking**

- Making Proprietor's Daily/monthly Reconciliation Statement.
- Drafting official letter to bank regarding Bank for any matter.
- Making DD/RTGS/NEFT for official purpose.

- **Export Documentation**

- Preparing documents claim for Excise Refund.
- Making a COO, SAFTA, SAPTA for International Trade.
- Making Purchase Order as per requirement.
- Making High Seas documents.
- Preparing documents for LC Discounting in the bank.

- **Taxation**

- Maintaining Books of accounts of Individuals and Companies.
- Preparing monthly & online TDS & GST payment.
- Maintaining GST, TDS Entries in tally.
- E-filing of TDS & GST Quarterly Return.

- **Financial Work:**

- Drafting & issuing cheques of Vendors.
- Keeping track on Shares Transaction of Individuals investment in shares.
- Keeping track on Mutual fund of individuals i.e. KYC.
- Issuing cheques for loan repayment.

- **Banking:**

- Making Proprietor's Daily/ monthly Reconciliation Statement.
- Drafting official letter to bank regarding Bank for any matter.
- Making DD for official purpose.

Extra-Curricular Activities:

- Reading Books.

Personal Details:

- **Date of Birth** : 13/12/1989.
- **Sex** : Female.
- **Nationality** : Indian.
- **Marital Status** : Married.
- **Languages Known** : English, Hindi and Marathi.

I hereby declare that what is stated above is true to the best of my knowledge and belief.

Date:

Place: Mumbai

(Komal S. Sagare.)