

## CURRICULAM VITAE

**ASHWINI MURLIDHAR TODANKAR**

277/46, Chandranil CHS. LTD.;

Sector – 2, Near Charkop Police station

Charkop Kandivali (West)

Mumbai-4000667.

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### Educational Qualification

Qualification	S.S.C	H.S.C (Commerce, I.T)	T.Y.B.Com (Banking & Insurance)	Diploma in Finance Accounting  (MS.Word,MS.Excel, MS.Powerpoint,Tally)
University (Board)	Mumbai	Mumbai	Mumbai	Mumbai
School/Collag e Name	Shri.Ekveera vidhyalya School.	Sailee Jr. Collage. (Commerce, I.T)	Patkar-Varde Collage (Arts,Commerce,Science)	MAX Computer Education (GOVT.Recognised)
Year	2008	2010	2013	2013
Percentage	68.30%	60.00%	B Grade	A (75 to 89%)

- Passed IRDA (Insurance) Exam; Date: October 2012.
- Typing Exam- English: 30 speed.

### Experience

#### 1) Splendid Services

Company Name	Location	Company Profile	Work Status	Period
Splendid Services	Borivali	Data Entry Company	Processing Associate cum Accountant	3 <sup>rd</sup> Nov 2013 to 5 <sup>nd</sup> July 2014

#### Job Profile:-

- Banks works, Handling petty cash,
- Salaries work
- Payment release from client,
- Other payment work etc

#### 2) Saini Electronic Security System

Company Name	Location	Company Profile	Work Status	Period
Saini Electronic Security System	Powai,Chandivali	CCTV Camera, Fire Extinguisher, Biometric, Sprinkler etc	Accountant cum Purchase assistant	7 <sup>th</sup> July,2014 to 6 <sup>th</sup> Sep,2015

#### Job Profile:-

- Managing all operational activity of Accounts like accounts payable, accounts receivable, cash / bank receipts / payments, Bank reconciliation general ledger, payroll, sales invoicing, purchase bills, sales / purchase order processing, capital transactions, fixed assets transactions, taxation related transactions, finalization journal vouchers, Expenses payment release, Petty cash handling etc.by using Tally ERP 9

- Co-ordination with sales and logistic departments for credit authorization, invoice preparation, stock inward / outward transactions, purchase approval, payment approvals etc. Payment realisation from customers and vendor payments
- Tenders work etc.

### 3) Tushar B Sarda & Co

Company Name	Location	Company Profile	Work Status	Period
<b>Tushar B Sarda &amp; Co</b>	<b>Mahim, Mumbai</b>	<b>Share Market (Investor Office)</b>	<b>Accountant Head</b>	<b>8<sup>th</sup> Sep 2015 to till Date</b>

#### Job Profile:-

- Managing all operational activity of Accounts like accounts payable, accounts receivable, cash / bank receipts / payments, Bank reconciliation general ledger, brokers bill entry(Purchase & sales in NSE,BSE & FNO), payroll, sales invoicing, purchase bills, sales / purchase order processing, capital transactions, fixed assets transactions, taxation related transactions, finalization journal vouchers, Expenses payment release, Petty cash handling, TDS Challan & Service Tax etc.by using Tally ERP 9
- Co-ordination with sales tax consultants, income tax consultants, statutory auditors
- Employee payroll, provisions and TDS transactions Payment
- Email drafting in Outlook
- Managing all Banks, Insurance, Mutual Fund accounts etc.

#### Computer Skill

- MS.WORD
- MS.EXCEL
- MS.POWERPOINT
- TALLY 9.2 & ADVANCED TALLY 9.2(TAXITAION)
- Networking
- Worked in outlook

### Personal Information

**Date of Birth** : 16<sup>th</sup> June 1992.  
**Gender** : Female.  
**Nationality** : Indian.  
**Religion** : Hindu  
**Marital Status** : Single (Unmarried).  
**Languages Known** : English, Hindi & Marathi.

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### Strength

Self-confidence, Determination, Hard Working, Honesty, & Professional Approach

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### Hobbies

- ✓ Playing Outdoor and Indoor games.
- ✓ Listening Music.
- ✓ Cooking.

**Yours Truly,**  
**Ashwini Todankar**