CURRICULAM VATE

Priti JaiPrakash Pandey
B-7, 301, Third Floor,
Unique Castle HSG. CHS,
Shanti Park, Mira Road [E],
Thane-401107
Mobile-> +919665807744

PERSONAL INFORMATION

Email	->pritipandey098@gmail.com
Date of birth	->5th July 1994
Nationality	->Indian
Marital status	->Single
Languages Know	->English, Hindi and Marathi

OBJECTIVE:

To work and use my excellent communication & interpersonal skills with ability to grasp new concepts quickly and utilize same in a productive manner for a company which understands high standards of work culture and professionalism.

EDUCATIONAL QUALIFICATIONAL

T.Y BBI	->Passed
HSC[commerce]	-> Passed
SSC	->Passed

COMPUTER QUALIFICATION

- Certificate in Ms.Office from Innovative Management of Advanced Academics (IMAA) at Vasai (W)
- Certificate in Tally ERP9 from Innovative Management of Advanced Academics (IMAA) at Vasai (W)

TECHNICAL SKILLS

- Very well versed with MS-Excel, Word and Powerpoint.
- Can work efficiently in Tally ERP9.
- Good command over accounting.

WORK EXPERIENCE

FIRM NAME: CA Ramesh Shetty & Company (CA Firm)

- ➢ JOB Profile ->Account Executive
- ➢ JOB Description ->
  - Accounting Work of Big andsmall business companies
  - Accounting of Individuals
  - Manage Balance Sheet during Financial Years
  - Manage Audit of Company
  - Having Knowledge of Taxes
  - Reconciliation ofGST3B GST R1 and GSTR9 return filing
  - TDS Return Filing
  - Preparing PF,ESIC & PT working
  - Coordinating with CA on Audit process.
  - PreparingTaxInvoices andQuotations.
  - Handling Day to Day Accounting Working Tally and Bank related work.

- ➢ EXPERIANCE -> Having Experience of 3 Years and 9 months
  (From 16th April 2018 to till date)

TRAITS

- Enthusiastic and have Positive attitude.
- Ability to adopt in any environment.
- Analytical thinking and ability to Synthesize.
- Enjoy the dynamism of work environment.

DECLARATION

I do here by confirm that the information given in this CV is genuine and correct to the best of my knowledge.

Priti J Pandey