

CURRICULUM VITÆ

Vaibhavi Vijay Sawant

Address: A5 new SKF colony, chinchwad,
Pune-411033
Email: sawantvaibhavi31@gmail.com
Mobile no.91-9324558185/9284127320

OBJECTIVE:

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

PROFESSIONAL EXPERIENCE:

- 1. EMPLOYER : R.S. Lasers PVT.LTD**
POSITION : Accountant
DURATION : From January 2023 to present.

- Account receivable and payable.
- Billing and Payment follow-up.
- Accounting
- Preparing sales quotation.

- 2. EMPLOYER : A.D. Bhate & Co.**
POSITION : Tax assistant & Accountant
DURATION : July 2021 to January 2023

- Preparing & filling of GST, TDS and Income tax returns.
- Accounting of Audits.
- Billing and client follow up.
- GST & Income tax registration.
- Issuing of shop Act & Udyam license.
- Data Reconciliations.

EDUCATIONAL QUALIFICATION:

| Particular | Board / University | Year of passing | Marks % |
|------------|-------------------------|-----------------|---------|
| M.B.A | D.Y. Patil University | Appearing | ---- |
| B.Com | Pune University | 2022 | 70.00 % |
| H.S.C | Pune University | 2019 | 62.92 % |
| S.S.C | Maharashtra State board | 2017 | 67.67 % |

PROFESSIONAL QUALIFICATION:

- Completed course of MS-CIT on behalf of the government of Maharashtra in the month of November 2017.
- Completed course of Tally-ERP / Prime with GST on behalf of the government of Maharashtra in the month of August 2020.

SKILLS:

- Good communication.
- Effective Co-ordination & Interactivity.
- Work effectively as a team member.
- Ability to prioritize workload & achieve targeted goals.
- Handling of systems.

PERSONAL DETAILS:

| | | |
|--------------------|---|-----------------------------------|
| Name | : | VAIBHAVI VIJAY SAWANT |
| Birth Date | : | 31 ST August 2001 |
| Nationality | : | Indian |
| Languages Known | : | Marathi, Hindi & English |
| Interest & Hobbies | : | Dancing, Watching movies & songs. |

DECLARATION:

I hereby declare by that the information given here is best to my knowledge and I will be responsible for my declaration.

Place:

Date:

(SAWANT.V.V)