

Curriculum Vitae

SHRADDHA RAJESH SHENDE

C/o Nitin Bonde, Futala
Amravati Road, Nagpur
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CAREER OBJECTIVE:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company and working in challenging position in a reputable organization to expand my learnings, knowledge, and skills.

STRENGTHS/ SKILL:

- ✓ Communication Skills
- ✓ Flexibility and Adaptability
- ✓ Excellent verbal and written communication
- ✓ Ability to deal with people diplomatically
- ✓ Team facilitator and Hard worker

WORK EXPERIENCE:

ANTHROMETRIQUES MEDICAL INSTRUMENTS.

Account Assistant

(21st November 2022 to till)

• Role and Responsibilities:

- Taking Daily Sales & Purchase entry in Tally Software.
- Responsible for making E-way Bill, E-Invoice.
- Maintaining Dealer/ Distributors data/ledger in Tally Software.
- Provide Daily, Weekly and Monthly Sales, Purchase Report.
- GST working.

IODH JOSHI & CO. CHARTERED ACCOUNTANTS

Junior Accountant

11th December 2021 to 20th November 2022.

• Role and Responsibilities:

- GST Registration
- GST Return Filing (e.g., GSTR-3B, GSTR-1, GSTR-7, GSTR-4, CMP-08 etc.).
- GST Audit (e.g., GSTR-9, GSTR-9C, GSTR-9A)
- GSTR-2A Reconciliation.
- Accounting in Tally ERP-9

SHREE MEDICAL STORES

Computer Operator

14th July 2020 to 31st January 2023.

- **Role and Responsibilities:**

- Taking Daily Sales & Purchase entry in Marg ERP 9 & Medismart Software
- Responsible for managing daily inventory.

ACADEMIC QUALIFICATION:

COURSE	YEAR OF PASSING	UNIVERSITY BOARD	PERCENTAGE
S.S.C	2015	MAHARASTRA STATE BOARD	69.40
H.S.S.C	2017	MAHARASTRA STATE BOARD	80.77
B.COM.	2020	R.T.M.N.U.	74.67
M.COM. II	2022	R.T.M.N.U.	Appeared

CERTIFICATIONS :

- ✓ Tally
- ✓ MSCIT
- ✓ Typing Speed 30W.P.M.

COMPUTER/ TECHNICAL SKILL :

- ✓ Tally-Accounting
- ✓ GST Working
- ✓ Proficient in Excel
- ✓ Good knowledge of Microsoft Office

PERSONAL INFORMATION:

Name : Shraddha Rajesh Shende
Education : M.COM.
Date of Birth : 23.10.2000
Gender : Female
Marital Status : Unmarried
Languages Known : Marathi, Hindi and English
Current Address : C/O Nitin Bonde, New Futala,
Amravati Road, Nagpur 440033

DECLARATION:

I hereby declare that above furnish information is true to the best of my Knowledge and belief.

Date:

Signature

Place: Nagpur

(Shraddha Shende)