**Resume**

**SANJANA M SHINDE**

Contact No: 9821191198

Email: [sanjanamshinde25@gmail.com](mailto:sanjanamshinde25@gmail.com)

**CAREER OBJECTIVE**

Want to be major part of an organization who offers opportunities & authorities to show skills. I believe in team work for provide professional service to accomplish my organization goals.

**PROFESSIONAL EXPERIENCE**

* **S K Exports**

Work experience ( May 2018 to Till Date)

**As a Accountant** : Sales Entries in Tally

Purchases Entries in Tally

Bank Reconciliation

GST 1,2,3B

( GST1 Sales, GST3B, GST2 Input )

E-way Bill (Export & Import)

TDS working .

**Preparing cheques for payments**

**Entry of Petty Cash vouchers in accounting software.**

Handling Petty Cash & Voucher

* **CA Dhananjay Divekar & Associates**

Work experience ( October 2015 to April 2018 )

**As a Accountant** : Sales Entries in Tally

Purchases Entries in Tally

VAT & Service Tax,

GST 1,2,3B.

( GST1 Sales, GST3B, GST2 Input )

Bank Reconciliation

Handling all type of accounts like, Individual , Proprietorship, Company

Payment follows –up

Accounts for all daily fund activity

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **DEGREE** | **INSITUTE/ UNIVERSITY** | **YEAR** |
| TAXATION | Welingkar Institute | 2016 |
| TY. B.COM | Mumbai University | 2015 |
| HSC | Mumbai University | 2012 |
| SSC | Mumbai University | 2010 |

**COMPUTER SKILLS**

* TALLY ERP.9
* MSCIT

**HOBBIES**

Movies & Music

**PERSONAL VITAE**

* **DATE OF BIRTH :** 25th April, 1995
* **GENDER :** Female
* **LANGUAGE KNOWN :** Marathi, Hindi, English
* **MARITAL STATUS**  : Unmarried
* **ADRESS :** 13, Mariyam Bai Chawal, Gokhale Road, Opp Vidya Prabhodini School, Mulund (East). Mumbai- 400081

**DECLARATION**

I hereby declare that the above given information is true and to the best of my knowledge.

#### Date:

#### Place: - Mumbai

#### (Sanjana M Shinde)

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