

CURRICULUM VITAE

Mrs. SUJATA SANDEEP BAGUL

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Dombivli (W),
Pin no:-421202.

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OBJECTIVES:

To obtain a challenging position that will use my skills and help me and my organization to grow exponentially.

ACADEMIC DETAILS:

| Stage | Year Of Passing | Board/University | CLASS |
|---------|-----------------|------------------|--------------|
| M com | 2011 | Mumbai | Second Class |
| TYB com | 2009 | Mumbai | First Class |
| HSC | 2006 | Mumbai | Second Class |
| SSC | 2004 | Mumbai | First Class |

ADDITIONAL QUALIFICATION:

| Program | Year | Institute | Region |
|-------------------|------|---------------------------|--------|
| MS -CIT | 2006 | Starnet computers | Mumbai |
| Typing (30 W.P.M) | 2007 | Arpan Typing Institute | Mumbai |
| Tally 9 | 2010 | ICA Institute | Mumbai |

COMPUTER PROFICIENCY:

Basic Computer Knowledge of Ms.Word, Ms.Excel & Ms.Powerpoint.

WORK EXPERIENCE:

1. Working with **SPM Machines India** as an **Accountant** (July. 2010 to March 2017)

Job Profile:

- ❖ **Payment Follow-ups.**
- ❖ **Maintaining Profit statement per month.**
- ❖ **Correspondence with Bank towards foreign remittance payment prepares all documentation.**
- ❖ **Calculating TDS, CST, VAT & EXCISE Modvate & payments.**
- ❖ **Calculate Costing of Machinery.**
- ❖ **Reconciliation of bank & cash.**
- ❖ **E-Return filing of CST & VAT, online C form application**
- ❖ **Payment to Creditors.**
- ❖ **Calculation of Staff Salaries.**
- ❖ **Preparation of Sales & Excise Invoice.**
- ❖ **Report prepared for VAT Audit form No. 704.**
- ❖ **Refund Claim on Import & Prepare all Schedule**
- ❖ **Preparing Bank stock statement per month**
- ❖ **Preparing Excise Return & maintaining RG 23D Book**
- ❖ **Calculation of Navi Mumbai Cess Tax/ LBT**
- ❖ **Doing all purchase entries in tally, journal entries, bank reconciliation, payment to vendor, bank entries etc.**

SKILLS SETS

- ❖ **Better command over MS Excel Software & Accounting Tally Software.**
- ❖ **Timely Execution of Reports -MIS reports**

PERSONAL DETAILS:

- **Date Of Birth** : 12th October 1988
- **Sex** : Female
- **Nationality** : Indian
- **Marital Status** : Married
- **Language Known:** English, Hindi & Marathi
- **Hobbies** : Music
- **Husband Name** : Mr.Sandeep M. Bagul
- **Daughter Name** : Parimita bagul

I do hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

(Mrs. Sujata S. Bagul)