

Saakshi Narendra Jadhav

A-2004, Sunrise Towers, Charkop, Sector 2,
Behind West View building, Kandivali West,
Mumbai - 400067
8828355443
sakjd2000@gmail.com

CAREER OBJECTIVE

Seeking a challenging career as an accountant in a progressive organisation to enhance my accounting and financial management skills.

EDUCATION

Course	Institute	Year of Passing	CGPA/Percentage
CMA Inter (Group 1)	Institute of Cost and Management Accountants of India (ICMAI)	Persuing June 2021	
Bachelor of Accounting and Finance	University of Mumbai	2020	74
HSC (Commerce)	Maharashtra State Board of Secondary and Higher Secondary Education	2017	79
SSC	Maharashtra State Board of Secondary and Higher Secondary Education	2015	84

EXPERIENCE

- Yashoganga Retailers Private Limited** 03-09-2020 - 05-02-2021
 - Store and Inventory manager
 - Issuing Cheques
 - Purchase and sales entry in store's software
 - Generating Purchase Order, Replacement Order
 - Maintaining records of Near Expiry and Expired Stock
 - Handling Customer grievances
 - Managing sales team
 - Providing Sale on Non moving Products
 - Preparing daily reports on Excel
 - Handling Sales executives from various Suppliers.
 - Handling petty cash expenses.
- CA Bhavna Amit Patil, Airoli** 02-12-2019 - 22-01-2020
 - Junior Accountant
 - Recording Invoices
 - Basic Accounting
 - Recording Bank Statement
 - GST registration
 - ROC compliance
 - Filing Gumasta License Application
 - Sending intimation to Clients
 - Accounting of Trust
 - Co-operative Credit Society Audit
 - Salary Reconciliation
 - Invoice Reconciliation
 - GSTR-1, GSTR-2, and GSTR-3B returns.

TECHNICAL SKILLS

- Tally ERP 9 with GST
- Ms Word
- Ms Excel
- Ms PowerPoint

INTERNSHIPS

- Accounts Assistant at CA B A Patil & Co. for 2 and half month. Work details - Recording Invoices, Basic Accounting Recording Bank statement, GST registration, ROC compliance, Filing Gumasta license application, Sending Intimation to Clients and telecalling, Salary reconciliation, Invoice reconciliation, Applying for Pan card

INTERESTS

- Accounting
- Finance
- Costing
- Taxation
- Management

PERSONAL STRENGTHS

Powerful grasping ability, Hardwork, Discipline, Time management, Multi-tasking, Meeting Deadlines, Team work, Leadership.

PERSONAL PROFILE

- Date of Birth : 09/02/2000
- Marital Status : Single
- Nationality : Hindu
- Known Languages : English, Hindi, Marathi
- Hobby : Singing, Painting, Cooking, Travelling

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

Date : / /
Place : Mumbai

SAAKSHI NARENDRA JADHAV