

• RESUME

NAME : KIRTI TRAMBAK GURAV

ADDRESS : Shiv Samarth Bunglow, Ingale Nagar, Canal Road, Jail Road,
Nashik Road – 422101.

MOBILE No. : 8459277223

EMAIL ID : kittugurav10@gmail.com

DATE OF BIRTH : 10th November, 1999.

GENDER : Female

NATIONALITY : Indian

MARITAL STATUS : Unmarried

LANGUAGE KNOWN : Marathi, Hindi and English

EDUCATIONAL QUALIFICATIONS :

EXAM	BOARD	YEAR	PERCENTAGE
S.S.C.	MAH. STATE BOARD	Mar 2015	80.80
H.S.C.	MAH. STATE BOARD	Feb 2017	76.62
F.Y.B.COM.	PUNE UNIVERSITY	May 2018	First Class
ICMA FOUNDATION	ICMA INSTITUTE	Dec 2017	First Class
ICMA Inter Group I	ICMA INSTITUTE	June 2019	Passed
S. Y. B.COM.	PUNE UNIVERSITY	April 2019	Passed
T. Y B. COM.	PUNE UNIVERSITY	April 2020	

OTHER QUALIFICATIONS : Ms Office, C.C.C., Tally ,
Typing English 30 wpm – Appeared.

WORK EXPERIENCE : 2 Year In CA Office

KNOWLEDGE :

Regular Accountant Knowledge with Gst

GST Return, Tally ERP 9 ,

Purchase Order & Sales Order,

Receipt Note, journal voucher

Excel Sheet, VAT Summary,

GST Summary , Debit Note,

Credit note , Vat Audit,

Company Audit & Other

GST Audit, Return Filing

All other Account Work

(KIRTI TRAMBAK GURAV)