

“Asha Bunglow”
Gangotri Vihar, Amrutdham,
Panchavati, Nashik-422003
Contact No. **7709119784**

Sangita Sameer Pawtekar.

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OBJECTIVE

To work with an esteemed organization where I can utilize my learned knowledge and skills for the fulfillment of the organization's goal. My academic background and analytical skills along with my ability to work in a group will definitely be an additional advantage.

PROFESSIONAL QUALIFICATION

Examination	Year	Institute	Performance
C.A. PCC (CA INTER)	May, 2012	The Institute of Chartered Accountants of India	Tax 71%
MBA (FINANCE)	JULY 2019	Dr.D.Y.PATIL Vidyapeeth ,Pune	Distinction (Grade A)

ACADEMIC QUALIFICATION

Examination	Year	Institute	Performance
M.com	April, 2013	University Pune	61.81%
B.com	April, 2011	University Pune	69.15%
Class-XII	March,2008	Nashik Divisional Board	81%
Class-X	March,2006	Nashik Divisional Board	78.53%

PROFESSIONAL EXPERIENCE

- Working with **NABVENTURES LIMITED** (100% subsidiary of NABARD) as An Accounts Officer (From 14th October 2019 to 16th October 2020)
- Worked with **YASHVINI GROUP OF COMPANIES** as an Assistant Accounts Manager(From 2nd Feb 2017 to 30th Sept 2017)
- Worked with **TAJ FROZEN FOODS INDIA LTD** as an Assistant Accounts Manager (From 7th Dec 2015 to 31st Dec 2016)
- Worked with **CA V.S.Bhandari (Chartered Accountant)** as An Account & Audit Assistant (From Nov 2012 to up to Feb 2015).

ARTICLESHIP EXPERIENCE

Firm	Period
V.S.Bhandari, Nasik	3 Years 6 Months

EXPERIENCE IN AREAS

Income Tax Audits, Filing Returns	<ul style="list-style-type: none"> • Preparation of Income-Tax Audit Report as required under Sec 44AB of Income-Tax Act, 1961.
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ARTICLESHIP EXPERIENCE	
	<ul style="list-style-type: none"> • Filing of Income tax return of various entities. • Appearing before the income tax authorities. • Draft Balance sheet TDS working, TDS Payment, TDS return
Indirect Taxation	Assignment relating to GST. (GST Returns, GST payment)
Statutory Audit, Internal Audit	Statutory Audit as well as Internal audit of Private Limited Companies as well as Public Limited Companies (includes various areas like Physical Stock Taking, checking statutory compliance as required by Companies Act and Accounting Standards and related laws).
Current Experience	<ul style="list-style-type: none"> • Ensuring day to day accounting activities including purchases, payment processes, sales bookings, salary process. • Ensuring timely working of TDS,GST ,PROFESSIONAL TAX, SALARY • Ensuring timely Payment of Statutory dues • Filing of periodical returns including TDS, GST,PROFESSIONAL TAX Returns etc. • Assist in Assessments Workings • Coordinate with Auditor for Balance Sheet Finalization, Statutory & Tax Audit Requirements • Preparation Cash Flow Statement & Bank Reconciliation • Monitoring overall Accounting • Maintaining monthly Compliance • Timely update MIS (Regarding Sundry Creditors outstanding ,Sundry Debtors O/S

STRENGTHS
<ul style="list-style-type: none"> • Enhanced ability to work well under pressure keeping in mind the deadlines assigned to the job. • Ability to handle assignments solely. • I have gained exposure to various assignments which provide me the opportunity to work in a group, lead the team and improve my knowledge and skills.

OTHER PROFICIENCY

- Completed Computer Training (100 hours) prescribed by The Institute of Chartered Accountants of India.
- Working knowledge of financial packages such as Tally ERP, Tax base, Winman, WinmanTDS, ST Easy.
- Expertise in Internet Well versed with Computerized Environment, Online System and E-Filling & E-Payment
- Having Knowledge Export Documentation & Procedure
- Extensive knowledge of MS Office and MS Word

PERSONAL DETAILS

- Date of Birth : 26th February 1991
- Gender : Female
- Marital Status : Married
- Language : English, Marathi, Hindi
- Nationality : Indian

DECLARATION & SIGNATURE

I hereby affirm that the information in this document is true, complete and correct to the best of my knowledge and belief.

Place : Nashik