

# **RESUME**

House No. 789, Shivaji Nagar,  
Near Chantamani Mandir,  
Ambernath (E)  
Tal- Ambernath. Dist-Thane.  
Pin No. 421 501

**VAIBHAV MADHUKAR SHINDE**

Mob No. 8857874584

## **OBJECTIVE**

My opinion as a Chartered Accountant. To Achieve organization goals by continuous improvement.

## **PERSONAL DETAILS**

**NAME** : **VAIBHAV MADHUKAR SHINDE**

**ADDRESS** : House No. 789, Shivaji Nagar,  
Near Chantamani Mandir, Ambernath (E)  
Tal- Ambernath. Dist-Thane.  
Pin No. 421 501

**DATE OF BIRTH** : 18<sup>th</sup> October, 1993

**TELE NO.** : 8857874584

**E-MAIL I.D.** : vaibhavshinde047@gmail.com

**SEX** : Male

**MARTIAL STATUS** : Unmarried

**LANGUAGES KNOWN** : English Marathi & Hindi

## **EDUCATIONAL QUALIFICATIONS:**

<b>Qualification</b>	<b>Board</b>	<b>School/ College Name</b>	<b>Year of Passing</b>	<b>Percentage/Grade</b>
<b>S.S.C</b>	<b>Mumbai</b>	<b>G.R. Vidyalay</b>	<b>2008-09</b>	<b>67.54%/ I<sup>st</sup> Class</b>
<b>H.S.C</b>	<b>Mumbai</b>	<b>M.G. V. Jr. College</b>	<b>2010-11</b>	<b>60% / I<sup>st</sup> Class</b>
<b>B.com</b>	<b>Mumbai</b>	<b>P.D.Karkhanis, College, Ambernath</b>	<b>2013-14</b>	<b>74%/ I<sup>st</sup> Class</b>

Contd...2

## **OTHER QUALIFICATIONS:**

- ❖ Completed Course M.S.- C.I.T. Passed with First Class.
- ❖ Completed Course Diploma In Information Technology Passed with First Class.

## **WORK EXPERIENCE**

:

- 1) Since January, 2016 to March 2020  
I am working with Icon Advertising & Marketing INS Agency, in Ulhasnagar-3 as a Accountant in Sales Department.

### **My Job Profile:-**

- Creating Media Plan, Release Order of a Client & Prepare Invoice Bill of Client.
- Mail the invoices to the regarding clients.
- Invoice bill entry & weekly & Monthly sales summary checking & updating.
- Checking Outstanding Payment of a Client & Receipt cheque update in Tally & Sale Register.
- TDS statement & Bank Reconciliation .
- GST Challan Payment & Return file every month & Solve Audit Query.

- 2) Since December, 2014 to December 2015, I am working with Polite Constancy Services, in Dombivali (E) as a Clerical work for the Period of 1 Year.

### **My Job Profile:-**

- E-Challan PF/ESIC/P. Tax for company, School, Hospital, Hotels.
- Claim PF, Pension, ESIC, form.

**Date :- 22/05/2020**

**Place :- AMBERNATH.**

**Yours faithfully,**

**(VAIBHAV MADHUKAR SHINDE)**