

RESUME

Name : Dnyaneshwari Digambar Ghorpade
Address : Suraj Villa, Room No. 204, Sec 7, Khanda Colony,
New Panvel, Raigad 410206
Mob No : 8976117673
Email Id : dnyanughorpade08@gmail.com

PERSONAL DETAIL

Date of Birth : 08/11/1997
Marital Status : Single
Nationality : Indian
Gender : Female
Language Known : English, Hindi & Marathi
Hobbies : Dancing & Listening Music

EDUCATION QUALIFICATION

EXAM	BOARD/UNIVERSITY	YEAR OF PASSING	PERCENTAGE
B.Com (A & F)	University of Mumbai	May 2018	B Grade
H.S.C.	Maharashtra State Board	February 2015	64.15%
S.S.C.	Maharashtra State Board	March 2013	60.00%

ADDITIONAL QUALIFICATION

- Ms-CIT
- Tally ERP-9
- Typing Skill (English- 30 Words Per Minute)

WORK EXPERIENCE

Date/Year of Employment	June 2018 To October 2018
Name of Employer	C.A. Kiran A. Bhosale & Co.
Job Title	Accounts Executive
Key Responsibilities	Tally ERP 9 Work: Bank Statement, Sales Purchase Entries & GST working. Bank Audit.

Date/Year of Employment	November 2018 To July 2019
Name of Employer	Milagro Clinical Research
Job Title	Accountant
Key Responsibilities	Examining bank statements. Creating tax invoices. Maintaining monthly income & expenditure statement Examining expenses submitted by employees Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable.

Date/Year of Employment	1 st August 2019
Name of Employer	E.A. Patil & Associates LLP
Job Title	GST Executive
Key Responsibilities	GST returns- GSTR-3B & GSTR-1 Composition returns - CMP 08 GSTR-2A Reconciliation GSTR-9 Annual Return GST Registration GST Amendments

DECLARATION

I hereby declare that all the statements made in this resume are true, completed and correct to the best of my knowledge and belief.

Date:-

Place:-

(Dnyaneshwari Digambar Ghorpade)