

CURRICULUM VITAE

Name - Sonali Vilas Jadhav

Email id: sonijadhav9996@gmail.com

Contact No: 9702688532

Career Objective:

To work for a work company as well as to increase my potential towards my career and get knowledge and believe in stability to work.

Academic Qualification:

MS-CIT - 90%

DCIA -A Grade

Marathi Typing- 30 wpm

English Typing- 30 wpm

Educational Qualification:

<u>Qualification</u>	<u>University/Board</u>	<u>Year</u>	<u>Remark</u>
S.S.C	Mumbai university	2012	70.40
H.S.C.	Mumbai university	2014	67.54
T.Y.BAF	Mumbai university	2017	66

Work Experience

- Work In Sunny Enterprise For Tally Software
 - Realise Update
 - Tss Update
- Garg And Associate (Tax Consultant Firm) FROM DECEMBER 2017 TO TILL DATE
 - Making Sale & Purchase Entry, Journal entry & Day To Day entry In Tally.
 - Bank Entries & Reconciliation In Tally.
 - Draft & Prepare Annual Report & Income Tax Set

- d) Clear Suspence , Sundry Debtors & Sundry Creditors As Per Provided Client Information.
- e) FILING OF GST RETURNS (3B , R1 & 2A RECONCILIATION)
- f) Knowledge Of Income Tax Return (Salary Return)
- g) Knowledge about TDS

Language Knowledge:

- English, Hindi, Marathi

Personal Details:

- Name : Sonali Vilas Jadhav
- Date of Birth : 09 September 1996
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Contact Detail : 9702688532
- Address: KL-4,Sec 4E, Building No - 37/5,Near MGM Hospital Kalamboli-410218.

Strengths:

- Great Team Spirit
- Hard Working
- Pleasing Personality

Hobbies:

- Travelling & Listening Music

Declaration:

I hereby declare that the above- mentioned information is true to the best of my knowledge and belief.

PLACE: MUMBAI.

DATE: - / /2017

[Sonali vilas jadhav.]