

# CURRICULUM VITAE

## Sonali Anil Undalkar

Email id: - [sonijadhav9996@gmail.com](mailto:sonijadhav9996@gmail.com)

Contact No: - 9702688532

Address: - Samrudhi residency, Wing G-2, Room no. 204, Taloja, MIDC

### 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.

### Educational Qualification:

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

### IT Skills:-

- MS-CIT - 90%
- DCIA -A Grade
- Marathi Typing- 30 wpm
- English Typing- 30 wpm

### Work Experience:-

- **Work In Sunny Enterprise For Tally Software**
  - Realise Update
  - Tss Update
- **Garg And Associate (Tax Consultant Firm) from (December 2017 To March 2023)**
  - Making Sale & Purchase Entry, Journal entry & Day To Day entry In Tally.
  - Bank Entries & Reconciliation In Tally.
  - Draft & Prepare Annual Report & Income Tax Set
  - Clear Suspense, Sundry Debtors & Sundry Creditors As Per Provided Client Information.
  - Filling of GST Return (3B , R1 & 2A Reconciliation ),GST Registration
  - Knowledge Of Income Tax Return (Salary Return) g) Knowledge about TDS

➤ **Swaraj Enterprises ( Import & Export ) ( 6 months)**

- **Job Profile** :- working as an Sr.Accountant
- **Key Skills** :- Tally Finalization, Transportation Billing, Payment Follow-up.

**Language Knowledge:-**

- **English, Hindi, Marathi.**

**Personal Details:-**

- **Name:-** Sonali Anil Undalkar
- **Date of Birth:-** 09 September 1996
- **Gender:-** Female
- **Marital Status:-** Married
- **Nationality:-** Indian
- **Contact Detail:-** 9702688532
- **Address:-** Samrudhi residency, Wing G-2, Room no. 204, Taloja, MIDC

**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.

**Date:** - 22/ 09/2023

**Place:** - Taloja

(Sonali Anil Undalkar.)