

SNEHAL MAHESH CHAUDHARI

303, Jai Jagdish CHS,

Opp. Shanti Nagar, Tulinj road,

Nallasopara(E), Tal. Vasai

Dist. Palghar-401209

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Phone: 9604855679

OBJECTIVES:

- To develop a career with an organization of ambition & reputation.
- To work efficiently & effectively throughout.
- To provide myself as an asset for an organization.
- To hold position of responsibility & challenge in time to come.

WORK EXPERIENCE:

- Currently working in **Abhani & Associates** as an **Accountant**.

PROFILE & RESPONSIBILITY

- Purchase & Sales bill entries.
- Bank entry on daily basis.
- Communicating with the clients.
- Bank Payment & Receivable entry.
- Accounts receivable and payable.
- Filing GST returns (GSTR1,GSTR-3B, CMP-08).
- Clients follow up.

EDUCATION QUALIFICATION:

- Completed TY BCOM from St. Andrew's College of Arts, Commerce & Science scoring 92.83% in the Year 2019-20
- Completed H.S.C from St. Andrew's College of Arts, Commerce & Science scoring 67.08% in the Year 2016-17
- Completed S.S.C from St. Francis De Sales School scoring 80.40% in the Year 2014-15

STRENGTHS:

- Result oriented individual processing & having Patience
- Positive and Confident Attitude
- Strong team Player, Maintaining effective relationship with Colleagues and Superiors

CERIFICATION:

- Basic Tally.ERP9
- Proficiency in Digital Computerisation (PDC)
- PC Operation

EXTRA QUALIFICATION:

Basic knowledge of MS-Office

PERSONAL INFORMATION :

DATE OF BIRTH : 30th July,1999

HOBBIES/INTEREST : Listening music and Dancing

GENDER : Female

MARITAL STATUS : Single

LANGUAGES : English, Marathi, Gujarati & Hindi

PLACE:- MUMBAI

(SNEHAL MAHESH CHAUDHARI)