# CURRICULUM VIT

**Shweta Bharankar**

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### Objective:

To obtain a challenging position in forward looking companies that requires a highly motivated person to attain the objectives.

### Professional Skills:

* Knowledge of Tally7.2 & 9.0 ERP Software.
* Knowledge of Ms-Office, MS Excel, Internet
* knowledge of TDS, Service Tax, Reverse Service Tax

### Strengths:

* A highly motivated individual who is always willing to put that extra bit of effort into any assignment.
* Ability to concentrate for long period of time, willingness to confront difficult problems and the will to perform under pressure

### Educational Qualifications:

* **B.Com Passed in 2012-13**

**(University of Mumbai)**

* **HSC Passed in 2009-10**

**(University of Mumbai)**

* **SSC Passed in 2007-08**

**(Maharashtra Board)**

### Work Experience:

* **Working with Sai Pharmaceuticals as Account Assistant (From Dec 2010 to Dec 2013)**
* Maintain all Accounting voucher entry.
* Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors.
* Maintain Petty Cash Book & Internal Audit: Store and Accounts Book.
* Maintain day to day Accounts & Reporting to the senior management.
* **Working with Garden Securities & Properties LLP as Account Assistant (From Dec 2013 to July 2018)**
* Maintain of all type Accounting Vouchers Entry.
* Maintain Bank Reconciliation Statement and Reconciliation of Debtors & Creditors.
* Maintain books of accounts in Tally.
* Maintain Internal Audit of Accounts Book.
* Calculation of Monthly Service Tax, TDS.
* Preparation of Quarterly Service Tax, TDS & Reverse Service Tax
* RTGS, NEFT, Online Transfer, Online Bill Payment
* **Working with Indusind Bank as Teller (Cashier) (From Aug 2018 to May 2019)**
* Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals.
* Records transactions by logging cashier's checks.
* Preparing currency transaction reports.
* Balanced Automated Teller Machine, Teller Cash Dispensers, Teller Cash Recyclers.
* Respond to customer account enquiries.
* Cross-sells bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative.
* Reconciles cash drawer by proving cash transactions; counting and packaging currency and coins; reconciling transactions; maintaining supply of cash and currency.
* Complies with bank operations and security procedures by participating in all dual-control functions; maintaining customer traffic surveys; auditing other tellers' currency;
* Maintains customer confidence and protects bank operations by keeping information confidential.
* Contributes to team effort by accomplishing related results as needed.

### Interested Field:

* + Accounting
  + Banking
  + Back office

### Extra Curricular Activities:

* Acted as coordinator and participated in various programmers, social as well as cultural at School level as well as College level.

### Personal Details:

* + Date of Birth : November 21,1991
  + Permanent Address : Same as above mentioned.
  + Nationality : Indian
  + Languages Known : English, Marathi, Hindi

Place: Mumbai

(Shweta Shashikant Bharankar)