

CURRICULUM VITAE

PERSONAL INFORMATION

Name	:	Vrushali Kishor Saurkar
DOB	:	29th February 1996
Marital Status	:	Unmarried
Nationality	:	Indian
Religion	:	Hindu
Sex	:	Female
Language Known	:	English, Marathi, Hindi
Current Address	:	Itwari, Nagpur.
Permanent Address	:	House No. 152, Dr. Dev Galli, Sudam Road, Near Navin Datta Mandir, Itwari, Nagpur - 440002 Maharashtra.
Mobile	:	8149430373
Email	:	saurkarvrushali@gmail.com



EMPLOYMENT

May 2018 - March 2020	:	SR Associates, Nagpur
Title	:	Accounting
Position Held	:	Assistant Accountant
Work Experience	:	Working
June 2017 - Feb 2018	:	Abhijeet Kelkar & Company
Position Held	:	Article
Work Experience	:	9 Months
Jan 2016 - Apr 2016	:	Viva Lifecare Pvt. Ltd.
Position Held	:	Receptionist cum Telecaller
Work Experience	:	4 Months

SKILLS & EXPERIENCE

Responsibilities at SR Associates, Nagpur :-

- * Junior Accountant at SR Associates, responsible for all business accounting.

- * Managing Books of Accounts, Compliance and balance finalisation
- * Accounting & Book Keeping in Tally.
- * Handling Banking Work and Compliance.
- * Managing account payables and receivables.
- * Ensure timely ledger reconciliation, payments and invoice submission of Clients.
- * Assist auditors in Tax Audit.
- * Coordinate with CA for statutory compliance, filing TDS & GST returns etc.
- * Responsible for minimum stock level by coordinating with stock department.
- * Manage all requirement in respect of Purchase to maintain safety stock.
- * Following up of Creditors for Purchase Order, Quality Products.
- * Assist Tender Department in preparation of Tender Documents.

ACADEMIC QUALIFICATIONS

June 2017 : **Degree in Commerce**
 Rashtrasant Tukdoji Maharaj Nagpur University.

December 2013 : **CPT of Chartered Accountancy Course**
 Institute of Chartered Accountant of India.

PROFESSIONAL QUALIFICATIONS

- * Bachelor of Commerce

HOBBIES AND INTERESTS

Watching Movies, Cooking and reading newspaper.

HOBBIES AND INTERESTS

To work in the field of Taxation and Financial Management.