

CURRICULUM VITAE

VAISHALI TUKARAM BETKAR

Permanent Address

Sangam Nagar,
Shri Sai Baba Co-Op. Society,
Room No.33, Ground Floor,
S. P. Road, Wadala (East)
Mumbai – 400 037.

Mobile No.:- 9987197384

Email : ybetkar77@gmail.com

Career Objective :

To acquire a highly skilled career, wherein I can apply my knowledge, acquire new skills & work closely with a team of highly skilled professionals.

About Me :

I am hard working, quick learning, eager to learn new things and believe in team work.

I am also compliant to take responsibilities and fulfill them to the best of my abilities.

Education Qualification :

Name of the Examination	Year of Passing	Board / University	% Obtained
M.COM -PART-II	April 2015	Mumbai University (Institute of Distance & Open Learning)	Passed
M.COM PART-I	April 2014	Mumbai University (Institute of Distance & Open Learning)	Passed
B.COM	March 2008	Mumbai University (Dr. Ambedkar Collage of Commerce & Economics Wadala West)	Passed
H.S.C.	February 2002	Maharashtra Board (Dr. Ambedkar Collage of Commerce & Economics Wadala West)	2 nd Class
S.S.C.	March 2000	Maharashtra Board (Snehalata Rane Girls High School Dadar)	2 nd Class

COMPUTER KNOWLEDGE :

- ❖ Certified course English Typing Speed 30@ w.p.m.
- ❖ Tally Package 9.0 Exam Passed with 'A+' Grade Kirit Institute Wadala.
- ❖ Diploma in Ms. Office From Sanganak Academy (Wadala).
- ❖ (Microsoft Word, Excel, Power Point, Fox Pro, C-Programming, Multimedia, Internet). From World Net Computer Education.
- ❖ Certificate Course in Excel (Advance) From Raj Software Technology (India) Ltd.

Work Experience:

Presently Working in C.A. Firm "J K Shah & Co." (Chartered Accountants Firm)

Position Held : Accountant from June,2008 to till date.

Job Profile

- Preparation of computation (Individual, HUF & Companies).
- E-filing of IT returns And Audit Returns.
- General ledger reconciliation.
- Preparation of Financial Statement in Excel (Balance Sheet of Individual & Audit Balance Sheet).
- Knowledge in taxation. (Calculation of tax on Income, advance tax & Interest of 234 a,b,c).
- Handling Petty Cash.
- Knowledge about Wealth Tax Audit & Filing Return.
- Handling TDS Work (monthly payment & Filing of Quarterly & Annual Returns.)
- Handling Rectification of TDS Intimations.
- Preparing & Submit Online Form35 & Form36.
- Preparing & Filing Form23B online.
- Prepare Service Tax Filing Data Sheet & filing online.
- Making Deeds.
- Making online payments of Adv Tax, Service Tax, SA Tax, P.T. Payment & TDS payments.
- Preparing and filing online 15CA & 15CB Forms.
- Online making registration of parties for GST.
- Filing Return of GSTR-1
- Preparing and filing GSTR-3B
- Applying for LUT
- Filing refund application of GST

2. 1 Year worked in Padam Fabric as a Accountant Kalabadevi.(Dec.2006 to Dec.2007)

Job Profile

- **Making Bills of Sales & purchase**
- **Maintain all data in Tally Software**
- **Making debit and credit notes.**
- **Bank Reconciliation**

3. 2 Years 7 Months Worked as a Data Entry Operator (June 2003 to January 2006)
(Tricom Info. Technology Data Processing Andheri Sakinaka).

4. **Knowledge of software :** Tally.ERP 9,Sinewave, Taxbase, Winman CA ERP, Winman TDS. & Auditor.

PERSONAL DETAILS :

DATE OF BIRTH : 22nd December, 1984

SEX : Female

MARITAL STATUS : Single

NATIONALITY : Indian

LANGUAGES KNOWN: English, Hindi, Marathi & Gujarati.

HOBBIES

Reading, Dancing, Cooking & Listing Music.

Extracurricular Activities

I have completed Bharatnatyam Dance Form in the year February 2011 to December.2014.

I agree that the information given in this RESUME is true & correct to my knowledge and belief. And if given an opportunity, I assure that I shall carry out my duties with sincerity hard work.

Date : 03/01/2020

Place: Mumbai

(Vaishali T. Betkar)