

# **RESUME**

**NAME** : PUSHPAK CHANDRASHEKHAR SHINDE.  
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## **OBJECTIVE**

To become part of an organization where I can work on responsible and creative assignments, which would help me to sharpen my skills, so that I can contribute my share to the success of the organization as well as to enhance my knowledge.

## **ABOUT ME.**

Good Convincing & Communication Skill  
Good knowledge of maintaining financial record and reconciliation  
Knowledge of Accounting & Transactions.  
Knowledge of maintaining important files.  
Responding & managing the clients through e-mail.  
Knowledge for Stock Audit, Bank Branch Audit  
Good knowledge of GST, Income Tax, TDS, TCS.  
Good Knowledge of Balance Sheet Finalisation.  
Good Knowledge of Microsoft World & Excel.

## **EDUCATIONAL QUALIFICATIONS**

<b>EDUCATION</b>	<b>YEAR OF PASSING</b>	<b>COLLEGE/SCHOOL</b>	<b>UNIVERSITY/BOARD</b>	<b>GRADE</b>
M.com	2016	Pune University	Pune	II CLASS
B.COM	2013	K.T.H.M College Nashik	Pune	I CLASS
H.S.C	2010	K.T.H.M College Nashik	Pune	I CLASS
S.S.C	2008	Maratha Highschool, nashik	Pune	I CLASS

## **COMPUTER SKILLS**

- Completed Tally (ERP 9.0 3.61 Version) with Grade A + +
- Passed MS-CIT Course with First Class.
- Typing Speed WPM 30.

## **STRENGTHS AND PERSONAL SKILLS**

- (a) Good communication and Interpersonal Skills.
- (b) Punctuality.
- (c) Open and adaptable to new ideas and circumstances.
- (d) Optimistic Approach.

**EXPERIENCE**

- I have more than 1.5 Year Experience in CA firm. (M/s Kokane & Associates)
- I have more than 1.5 Year Experience in Limited Company (Mech-well Industries Ltd.) as an Accountant.
- Work as a Senior Accountant & MIS Person in Nice Mobiles Nashik From April 2019 to till now.
- Good knowledge of Accounting , GST , Income Tax, TDS, TCS & Tax Audit.

**LANGUAGES KNOWN**

English, Hindi, Marathi.

**PERSONAL INFORMATION**

**NAME** : PUSHPAK CHANDRASHEKHAR SHINDE.

**Date of Birth** : 14<sup>th</sup> January 1993

**Sex** : Male

**Nationality** : Indian

**Marital Status** : Married

**Hobbies/Other Interests:** Listening Music, Watching movies, Stand-up Comedy, Traveling.

I hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**YOURS SINCERELY**

**(Pushpak Chandrashekhar Shinde)**

**DATE:** / /2022

**VENUE** : NASHIK.