

Summary:

A Graduate in **Commerce (B.Com)** from **Pune University**.

Firm :	Disha Academy Baramati Branch
Period:	5 July 2023 to till date
	• Agam software billing (online) • Prisms software billing (online) • Party reconciliation • Handling of Petty cash daily • All student receipt cash & online • Passing receipt entry • Follow of party payment • Tally entry • Daily fees record • Party reconciliation • Passing purchases entry • Passing sale entry • Parties Outstanding Fill up • Follow of party payment
Firm :	Noble Mall .T.P Agency (Samsung distribute)
Period:	11 Nov 2020 to 30 June 2023.
Job Profile	• DMS software billing (online) • Passing purchase & expenses bill • Passing sale bill • Prepare GST working • Prepare TCS working • Prepare TDS working • Purchases inward • Purchases outward • Passing purchases entry • Passing sale entry • Bank reconciliation • Party reconciliation • All Bank Transition • Handling of Petty cash • Parties Outstanding Fill up • Follow of party payment • Credit Note, Debit Note • Passing receipt entry • Audit level accounting

Firm :	Sanjeevani Logistic (Accounting)
Period:	1 May 2020 to 11 Nov 2020
Job Profile	• Passing purchase entry • Passing sale bills • Passing purchase & expenses bill • Passing receipt entry • Passing payment entry • Bank reconciliation • Party reconciliation • Handling of Petty cash • Preparation in Quotation • Parties Outstanding Fill up • Credit Note, Debit Note

Firm :	Siddhivinayak Enterprises.(Construction office)
Period:	15 May 2018 to 31 Dec 2019
Job Profile	• Passing purchase entry • Passing sale bills • Passing purchase & expenses bill • Passing receipt entry • Passing payment entry • Bank reconciliation • Party reconciliation • Handling of Petty cash • Prepare GST working • Preparation in Quotation • Preparation of E-way bill • Parties Outstanding Fill up • All Bank Transition • Credit Note, Debit Note

Firm :	Suzuki Showroom (spare department)
Period:	04 th Oct 2015 to 14 May 2017
Job Profile	• Purchase billing • Passing sale & cash entry • Handling petty cash • Follow of party payment • Purchases inward
Firm :	Shree computer institute.
Period:	1 st Jan 2010 to 30 th Jun 2012
Job Profile	• Teaching MSCIT • Teaching Tally ERP 9

Educational Qualification:

Degree	College	University	Year	Class
B.Com.	T.C College, Baramati.	Pune	Apr – 2015	Hire Second
H.S.C.	Wardhaman Vidyalay , Walchandnagar.	Pune	Feb – 2009	Second
S.S.C.	Wardhaman Vidyalay , Walchandnagar	Pune	Mar – 2007	Second

Other Qualification:	
Computer:	- M.S. Office, Tally-ERP 9, MSCIT. - GDC & A

Personal Information:	
D.O.B.	10-04 1989.
Address:	Orange residence flat No- 07, MIDC Baramati.
Nationality:	Indian.
Marital Status	Married.
Gender	Female.
Languages:	English, Hindi, Marathi.
Religion cast	Muslim.
Hobbies:	Reading, Writing.
Skills:	Hard Working, Effective Decision-Making.

Declaration:	
I hereby declare that above given information is true to my knowledge & I'm responsible for that.	

Wahida Usman shaikh.