

## **MEENAKSHI AKSHAY HONRAO**

**E-Mail:** [meenakshibavdhankar@gmail.com](mailto:meenakshibavdhankar@gmail.com)

**Mobile:** 9130552438 /7447477003

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### **SUMMARY**

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**M.COM (Accounts & Taxation)** Specialization with Sound and Strong background in overall accounting life cycle which includes TDS Calculation, Purchase & Sale Bill Entry, Issuing Online E-Sugam Form, Daily Expenditure, and Impress.

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### **PROFESSIONAL EXPERIENCE**

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#### **SHRIMAHALAXMI CHEMICAL**

**Designation –Accountant**

**1<sup>st</sup> August 2021 to till date**

##### **Job Responsibilities:**

1. Sales Invoice E invoicing
2. Bank Reconciliation
3. Account Purchase entry.
4. E-Invoice
5. GST 2B reconciliation
6. Handle petty cash.

#### **V.M MATARE INFRASTRUCTURE PVT. LTD. PUNE**

**Designation –Jr. Accountant**

**1<sup>st</sup> Feb. 2018 to 30 July 2020**

##### **Job Responsibilities:**

1. Purchase Bill Entry
2. Site MIS.
3. GST working.
4. Daily Expenditure

**M/S. SUWARNA BUILDCON PVT. LTD.PUNE**

**Designation –Jr. Accountant**

**1<sup>st</sup> April. 2017 to 31<sup>st</sup> Jan 2018**

**Job Responsibilities:**

1. GST Entry.
2. Cash book.
3. Update Bank Statement Entry.
4. Purchase Bill Entry.
5. Sale Bill Entry.
6. Issuing Online E-Sugam Form.
7. Daily Expenditure (Impress)

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**EDUCATIONAL QUALIFICATION**

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<b>SSC</b>	Maharashtra Board (2008-09)
<b>HSC</b>	Maharashtra board (2010-11)
<b>B.COM</b>	PUNE University (2013-14)
<b>M.COM</b>	PUNE University (2016-17)

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## IT SKILLS

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- MS-CIT
- Tally ERP 9.0
- MS- Office

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## PERSONAL DETAILS

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- **Name:** Meenakshi Honrao
- **Date of Birth:** 19<sup>th</sup> Dec 1992
- **Gender:** Female
- **Nationality:** Indian
- **Marital Status:** Married
- **Permanent Address:** Lotus Nandanvan Building. No.1  
'D' Wing, Flat No. 419, Moshi, Pune.
- **Contact No.:** +919130 552438, 7447477003
- **Email Id:** meenakshibavdhankar@gmail.com
- **Languages Known:** Marathi, Hindi, and English

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## DECLARATION

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

**Date:**

**Place: Pune**

**Meenakshi Honrao**

