

CURRICULAM VITAE

NAME: - sanika ardalkar.

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Career Objective:

Seeking an opportunity in your organization to put an effective use of my analytical abilities and professional competence in the areas of accounting, taxation for self as well as organizational development.

Work Experience: (2 Years 7Months Overall Experience)

- Working At SREE LAKSHMI DIES & MOULDS, Pune in Accounts Dept. as Senior Accountant, since Jan 2024 to July 24-7-2025.
- Worked At CA mandar deshpane, Office Pune in Accounts Dept. as Junior Accountant, since Jan 2023 to Jan 2024

Work Summary: At Sree Lakshmi Dies & Moulds (Jan2024 to July 24-7-2025)

Role & Responsibilities

- GST Reconciliation. Preparing Balance Sheet and Profit & Loss,
- GST Working and Return Filing, Purchase Data, TDS Calculation.
- Bank Reconciliation, Vendor & Debtors Reconciliation.
- Cash Flow Maintenance Debit & Credit Note.
- Making e-way bill & purchase order.
- Making Sales Invoice for all venders.
- Maintenance Salary Calculation for employees.
- Finalization Of Account, Accounts Payable Working.
- Accounts Receivable Tracking, Ledger Scrutiny.

Work Summary: At CA Mandar Deshpande Office (Jan -2023 to Jan -2024)

Role & Responsibilities:

- GST Reconciliation.
- Preparing Balance Sheet and Profit & Loss.
- GST Working and Return Filing.
- Purchase Data, TDS Calculation.
- Prepare financial statements.
- GST Reconciliation of Sale.

- Statutory Audit.
- Bank Reconciliation.

Skills

- Tally with GST, Tally ERP9, ERP system.
- Prime MS Office, Excel, Power Point, and Word.
- MS-CIT

Academics

- S.S.C 55.60% - 2019.
- H.S.C 70.50% - 2021.
- Savitribai phule pune University Bachelor of commerce (B.com) (A+)- 2024
- Savitribai phule pune University MBA SGPA-7.58 – (First year completed)
- Savitribai Phule pune University Second year MBA (Pursuing)

Personal Details

Date of Birth	:	22-07-2004
Nationality	:	Indian
Sex	:	Female
Marital Status	:	Un Married
Languages	:	Marathi, Hindi, English.
Hobbies	:	Listening to Music, preparing project for MBA study, Travelling, and Reading books.
Permanent address	:	Sunil ardalkar, Ghulwewasti bhosari pune-411026.

Hallmarks

Confidence in oneself, willing to acquire new skills, eagerness to take up the responsibility, sincerity towards assigned tasks and can highly acclimatize to work in a group with good interpersonal skills.

Date: 28/7/2025

Place: Pune

Mss. Sanika Ardalkar.