

Sneha B. Naikade

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I. Career Objective

To secure a challenging position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career, to contribute effectively to the growth and expansion of the organization I work for, along with personal growth.

II. Skills

- Quick learner
- Dedicated to work
- Good Interpersonal Communication
- Willingness to learn skills and Techniques and take responsibility.

III. Work Experience

Organization: Greenvissage Business Consulting LLP From January 2022 to till date.

Position : Assistant - Accounts and Statutory compliance.

Description of role and responsibilities undertaken:

- Accounting of Indian subsidiaries of USA and UK Companies engaged in the field of IT Software's, Business development, Legal Consultancy
- End to end accounting for a company
- Bank entries, AP invoice booking/processing, payment to vendor AR booking, Month close journal
- Preparation and reporting of MIS on monthly basis
- Complying with monthly and annual statutory requirements (TDS , ESIC, PF,GST)
- Preparation of Financial Statements as per Schedule III of Company ACT 2013
- Communication with clients and vendors via phone, emails and in person
- Assisting with audits, fact checks and solving discrepancies.

Organization: CA V.S.Kudche & Co.-From June- 2019 to January 2022

Position : Junior Accountant

Work Performed as under:

- Accurate Accounting and timely Book keeping of :- Labor Contractors, Hospitals, Professionals
- Filed Income Tax Returns of Individuals Independently
- Assistance in Filing Income Tax Returns of Companies
- Monthly TDS working, payment and Filing of Returns
- Done GST registrations Independently
- Monthly/Quarterly GST compliance
- Assistance in Administration work

IV. Certifications

- Tally ERP 9 Training Program
- Won 2nd Prize in Inter college Letter Head Competition.
- National Seminar on Tree Plantation on Wastelands for Sustainable Livelihood
- Diploma Course In Graphic And Office Automation
- Search Engine Optimization (SEO) Foundation-LinkedIn certificate

V. Education

Sr.No	Examination	Board/ University	Year of passing	Percentage (%)
1	MBA	Savitribai Phule Pune University	Distance	-
2	Post Graduation Diploma in Banking & Finance (PGDBF)	Savitribai Phule Pune University	2019	61.75%
3	B.Com	Savitribai Phule Pune University	2018	59.41%
4	H.S.C.	Maharashtra State Board	2015	68.46%
5	S.S.C	Maharashtra State Board	2013	70.80%

• **Technical Skills:**

- Working knowledge Accounting software Tally ERP 9, Quickbook, Zoho
- MS-Office and fiscal software like Taxbase, Winman and Taxbase
- Basic Knowledge of FAMS

VI. Extra-curricular activities

- Tally ERP 9 Training Program
- Won 2nd Prize in Inter college Letter Head Competition.
- National Seminar on Tree Plantation on Wastelands for Sustainable Livelihood
- Diploma Course In Graphic And Office Automation
- **Interests:** Playing badminton, Travelling, Cooking
- **Languages Known:** English, Marathi and Hindi