

# Shelake Ashwini Bhargavram

Account Assistant

✉ shelake1525@gmail.com

☎ 7066879015

📍 Satara, India 415002

📅 7th October 2000

♀ Female

👤 Unmarried

## Profile

Enthusiastic and dedicated Account Assistant with 1 year of experience with clientele which are engaged in export business, manufacturing, trading and services. Seeking to obtain and secure a position which allows me to utilise my skills, knowledge and abilities to accounting departments.

## Education

**M.com Postgraduate from  
DGCC Satara College in year  
2024 with 74%**

**B.com Graduate from DGCC  
Satara College in year 2022  
with 78.86%**

**HSC passed from DGCC Satara  
College in year 2019 with  
81.38%**

**SSC Passed from Kanya  
School Satara in year 2017  
with 82.20%**

## Professional Experience

**Account Assistant**, Vakharia Shah & Associates

June 2023 – June 2024 | Satara

- Income Tax Working & Return Filing
- TDS Working & Return Filing
- GST Working & Return Filing (Monthly, Quarterly, knowledge of Annual Working)
- Reconciliation of Purchase and Sales Account
- Reconciliation of Bank Account
- Consolidation of Account
- Professional Tax Return Filing
- Preparation of Financial Statements
- Registration of client under GST, Shop Act & PTEC Acts.

## Skills

- Accounting & Taxation
- Knowledge of Tally ERP & Tally Prime
- English Typing with 30 & 40 wpm
- Knowledge of Excel Spreadsheet
- MS Office

## Personal Qualities

- Quick Learner & Self Motivated
- Excellent Communication skills
- Excellent Team Player

## Languages

- English
- Marathi
- Hindi