

CURRICULUM VITAE

SMITA SHRIKANT JADHAV.

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Career Objective

- To pursue a dynamic and challenging career with an organization of repute, which gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.
- During articleship I have assumed responsibilities and met deadlines effectively.
- Responsibilities included assisting, co-ordinating and execution of the various assignments:

Professional Qualifications

- Passed C.A. P.E. II 1st group in Nov. 2008 with 56.33 % marks.
- Passed C.A.P.E. II 2nd group in May 2007 with 53.33% marks.

Professional Experience

- Completed **General Managaement & Communication Skills Course** as per ICAI Regulations
- Completed Three year Article Ship from M/s Abhay Subhash & Associates, Chartered Accountants (from Feb 2009 to Jan 2012)
- Some of my major assignments during articleship and while working as an audit assistant are:

Statutory Audit & Tax Audit

- Uniline Packaging Pvt Ltd
- Illusion Dental Laboratory Pvt Ltd
- Amaltas International (Partnership Firm)
- Glaze Dental Depo Pvt Ltd
- Laxmi Dental Laboratory Pvt Ltd
- Perfect Suitings Ltd
- Majithia Foundation Trust
- Esplanade Education Society
- Bank of Baroda (Pardi- Baroda Division, Kurla Branch, Malad Branch.)

Exposed to:

- Compliance with requirements of the Companies Act, 1956.
- Compliance with Accounting Standards.

- Drafting Audit Reports as per the new reporting requirements of Companies Audit Report Order, 2003 (CARO).
- Review of Corporate Governance Report and other Secretarial records.

Internal Audit

- Vardhaman Concrete Ltd. (Vardhaman Group)

Exposed to:

- Preparation of Audit Plan and ensure completion of the same within the time
- Analysis of Revenue Booking System.
- Analysis of Debtors and Creditors-Ageing, Recovery Period, Balance Confirmation Procedures and legal cases.
- Analysis of Stock and Stores – Identification procedures for Slow Moving, Non Moving and Obsolete items, analysis of Purchase Procedure.
- Preparation and review of various reconciliation statements e.g. BRS, Stock.
- Collateral Inspection & Foreign Remittance Verification.

Taxation:

Exposed to:

E-TDS Return

- Service Tax computation, return filing and working on Cenvat Credit.
- Preparation of Income Tax computation of Individuals, Firms, Trusts, Companies, etc.
- Done Accounts Writing & Preparing Income Tax Returns of Asvik Valves Pvt Ltd., Various Doctors, Actors, Etc.

<i>Work Experience</i>

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| <ul style="list-style-type: none"> • Currently working with M/s SpeedNX Delivery as an Accountant from 1st September 2020 to till date (WFH) • Worked as an Accountant in M/s. KCD Heritage Pvt Ltd from 18th February 2019 to 20th February 2020 • Worked as an Accountant in M/s. KCD Heritage Pvt Ltd from August 2015 to January 2017 (13/8/15 to 03/01/2017) • Worked as an Accountant in M/s. Pragati & Associates from November 2014 to August 2015 (24/11/14 to 12/08/15) • Worked as an Accountant in M/s. Aakash Marble & Granites Pvt. Ltd. From July to February 2013 (16/07/2012 to February 2013) • Worked as an Audit Assistance in PSK & Associates & Have done audit of Books of accounts, Bank Reconciliation & Ledger • Scrutiny, etc from July 2004 to December 2004. |
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- Worked as an Accountant (Junior Level Management) In Majithia Foundation Trust from June 2006 to March 2008.

Educational Qualifications

- Passed M.Com (Part I) in April 2010 from Mumbai University, with 57.50% marks.
- Passed B.Com in March 2006 from Patkar College, Mumbai University, with 70.71% marks.
- Passed H.S.C.Examination in February 2003 from Mumbai Board with 73.83% marks.
- Passed S.S.C. Examination in March 2001 from Mumbai Board with 76.26% marks.

Computer Exposure

- Having good working experience on MS-Office and Tally7.2, Tally.ERP 9, Tds Saral Software, Winman Software, etc.

Personal Details

Date of Birth	:	6 th April, 1986
Sex	:	Female
Father's Name	:	Raghunath Shankar Salvi.
Marital Status	:	Married
Nationality	:	Indian
Interest	:	Reading, Listening Music and Travelling
Language Proficiency	:	English, Marathi and Hindi.
Strengths	:	Flexible, Consistent, Like to work in team.

(Smita Jadhav.)