

## CURRICULUM VITAE

Supriya Kashinath Birajdar

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### **CAREER OBJECTIVE:**

To work in a professionally stimulating environment where integrity, hard work and sincerity are valued. I would like to constantly develop my personality through interaction with people and experience. I want to excel in every activity assigned and at the same time ensure a higher learning curve.

### **PRIMARY SKILL:**

Accounting, Return filling, GST, Tally, MS Office, Excel, Genius software, Tax base, Vendor Reconciliation, Preparation of Project Report, Investment Consulting, Shares, Mutual Fund, Deposits, etc.

### **TECHNICAL SKILL:**

Completed 100 hrs. of ITT training of ICAI

### **PROFESSIONAL EXPERIENCE:**

➤ **FIRM - CA V.M.Birajdar**

**POSITION** – Article Assistant ( 2008 to 2010)

**RESPONSIBILITIES** – Accounting, VAT Registration, VAT Auditing, Professional Tax Registration and Filling of Return.

➤ **Firm – V.P.Rathi & Co.**

**POSITION** – Manager ( 2011 to 2014)

**RESPONSIBILITIES** – TDS Return, Income Tax Audit Drafting and registration of Partnership Firms, Vendor Reconciliation for all group of companies. Manpower Allocation with Costing Production output report, Salary Verification with payroll record and salary payment.

➤ **Firm – Ca V.M. Birajdar**

**POSITION** – Manager (2015 to till date)

**RESPONSIBILITIES** – Preparation of trial balance and balance sheet, Preparation of cash flow and fund flow statement, GST registration and Filing of all GST Return, Bank branch audit, Preparation of 3CB-CD report, Vendor Reconciliation with books of accounts.

**CREDENTIALS EDUCATIONAL:**

- Cleared CA Inter (PCC) in the year 2012 with 57.67 %.
- Passed State Eligibility Test of Maharashtra in the year 2023 with 65 %.
- Passed MCOM from Savitribai Phule University (School of open & Distance learning) in the year 2021 with 80 %.
- Passed BCOM from Savitribai Phule University in the year 2019 with 66.83%.
- Passed HSC from Maharashtra Board in the year 2008 with 82 %.
- Passed SSC from Maharashtra Board in the year 2006 with 87 %.

**SKILL SUMMARY:**

- Can work as team as well as in individual capacity efficiently.
- Adaptable to any working environment.
- Hardworking and dedicated towards goal.
- Strong determination to do work efficiently and effectively.
- Good at analytical skill, problem solving and decision making.

**PERSONAL INFORMATION:**

- Date of Birth – 1<sup>st</sup> June 1991
- Fathers Name – Kashinath Birajdar
- Present Address – Flat no. 2, Jai Jui Apt. Sai Residency, Maval Land, Chakan Road, Talegaon Station , Pune - 410507
- Languages known – English , Hindi, Marathi, Kannada
- Interest – Reading and cooking

**DECLARATION:**

I hereby declare that above statements are true to the best of my knowledge.

**Place - Pune**

**Date:**

**Supriya Birajdar**