

Shraddha Bhaskar Shinde

Ganesh Nagar, Siddharth Colony, K.N. Gaikwad Marg, Chembur, Mumbai 400071
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Career Objective

Eager to learn new things, maintain a positive attitude, and embrace challenging roles in a professional environment.

Personal Details

Date of Birth: 27th November 2000

Gender: Female

Marital Status: Single

Nationality: Indian

Hobbies: Traveling

Educational Qualifications

Qualification	Board/University	Year of Passing	Percentage
B.M.S	Maharashtra Board	May 2021	81.73%
H.S.C	Maharashtra Board	Feb 2018	68.77%
S.S.C	Maharashtra Board	March 2016	64.20%

Work Experience

- ALPTECH INTERNATIONAL PVT. LTD.
- Accountant (5 Years)
- Follow-up on outstanding payments
- Material tracking and dispatch procedures
- Client interaction and quotation preparation
- Handling of various invoices (Tax, Proforma, Service)
- Accounting entries (Purchase, Journal), and bank statement updates
- Preparation of cheques (salary, supplier) and email correspondence
- RTGS and NEFT processing

- Regular file maintenance: sales, purchase, bank, expenses, and utility
- Import/export documentation and payment tracking
- Monthly TDS calculation, GSTR-1, GSTR-2, GSTR-3B reconciliation

Software Skills

- MS Word
- MS Excel
- PowerPoint
- Tally ERP 9
- FA (Financial Accounts) Software

Languages Known

- English
- Hindi
- Marathi

Declaration

I hereby declare that the information provided above is true to the best of my knowledge.

Place: Mumbai

Date:

Signature:

(Shraddha Bhaskar Shinde)