

RESUME

Varsha Shaw

Address: 27/2, Belgachia Road Kol-37

Email Id: varshashaw917@gmail.com

Mob no.8240227506/8013703490

Career Objective

To secure a challenging position with fully utilize my knowledge and skills, while making a significant contribution to the success of the company.

Education Qualification

- Passed out B.com (Hons) from Calcutta University in 2017
- Passed out 12th from Belgachia Monohar Academy in 2014
- Passed out 10th from Kumudini Kanya Vidya mandir in 2012

Professional Qualification

- Basic computer fundamentals Course (Ms- Office, Ms-Excel, Ms-PowerPoint, Ms-Access)
- Financial Accounting (Tally ERP, Fact, ACE) with advance Excel.
- Advance Accounting (Tally with GST) and GSTR filling.
- Professional Training of Tally Expert.

Professional Experience

6th Sept 2021-Till now : Worked at "Mundhra Associates Pvt. Ltd" as Account executive

17th Mar 2021-Aug 2021: Worked at "Bioatone Herbal Pvt. Ltd." As a senior accountant.

9th Dec 2019-31st Jan 2021: Worked at "Brainware" as a Training Executive.

23rd Oct 2017 -31st Nov 2019: Worked at "Chopra Tobacco Company" in Chopra House as Accounts Executive (Crystal Cook ware, Creamy Foods Ltd., MELDIMMA & SADDHIMMA, APIS).

Key skills

BRS, Cash Book update & Handelling, Receipts, Payments, All kind of expenses booking, PO Booking, GRN Punch, Purchase Billing, Sales order Booking, Sale Billing with GST, E-Way Bill Generation, Cheque Reconciliation, Stock Reconciliation, Make Debtor & Creditor Statement, Payment of monthly payroll , MOM making, Maintaining and balancing accounts by verifying, allocating, posting, resolving discrepancies Collection Report, GSTR filling, Non GRN expenses entries and expenses related Journal entries, Balance Sheet , Profit & Loss ,Financial reports making, TDS & P.Tax payment and adjustment entries in tally. Payment released in banking software, international payment Handelling and other software (PayPal) Remittance clearing, Data analysis, Pivot table making, MIS report Making, Mail processing, Client Handelling.

Personal information

Father's Name	: Lt. Debu Shaw
Date of Birth	: 19th November 1997
Address	: 27/2, Belgachia Road Kolkata-700037
Marital Status	: Single

Declaration

I hereby declare that all above mentioned information is in accordance with fact or truth up to my knowledge.

Date.....

(Varsha Shaw)