

Resume

PROFILE

Seeking to become an Executive within an organization that offers a high degree of challenge, responsibility and upward mobility.

PERSONAL DETAILS

Name : **Jyotsna Savalaram Varadkar**

Communication Address:

A/P Kunkeri
Tal - Sawantwadi
Sindhudurg
Maharashtra-416510

PH : 7588448021
Email Id : bandekarjyotsna@gmail.com
Date of Birth : 5th Nov' 1989
Marital status : **Married**
Languages Known : English, Hindi, Marathi,

Expected Salary : Negotiable.

SYNOPSIS

- 1 Proficient in grasping new concepts quickly and utilizing them in an effective manner.
- 2 An effective communicator with strong interpersonal , analytical ,problem solving and organizational abilities.

EDUCATIONAL QUALIFICATION

Course	Institute / University	Year of Passing	Percentage (Aggr)	Class
M.com	Mumbai University	Sep - 2012	66.00%	First Class
B. com	Mumbai University	Apr-2010	79.14%	Distinction
H.S.C.	Kolhapur Board	Feb-2007	77.50%	Distinction
S.S.C	Kolhapur Board	March-2005	81.20%	Distinction

Professional Qualification

English/Marathi Typing

Course	Institute / University	Year of Passing	Percentage (Aggr)	Grade
English typing 30 wpm	Pune University	May - 2008	68.00%	B
Marathi typing 30 wpm	Pune University	Nov-2012	73.00%	A
English typing 40 wpm	Pune University	May-2013	87.00%	A+

Technical Qualification

Course	Institute / University	Year of Passing	Percentage (Aggr)	Class
MS-CIT	MKCL Pune	Oct - 2008	70.00%	First Class
Tally Erp 9	Pune University	Nov-2010	87.00%	Distinction

Work Experience

Worked at NSDL TIN FACILITATION CENTRE SAWANTWADI Since June 2010

Post – Tax Assistant

Nature of Working

- 1.ETDS Return Preparation And Filing
- 2.ETDS Revise Return Preparation And Filing
- 4.ETAX Payment
- 5 FORM 16/16A Preparation
- 6 Income Tax Online Return Filing
- 7 Annual Information Return Submission
- 8 PAN Form processing
- 9 Making entries in Tally Software
- 10 Working as Office Assistant

HOBBIES AND INTERESTS

- 1 Reading
- 2 Singing

Date :

(Jyotsna S. Varadkar)

Place :

