

Curriculum Vitae

Manasi Mahendra Gaikar

Contact No: +91 8291726478

Address: Laxmi Chirag Nagar, Jai Bhawani Chawl,
Near T.M.C School No. 36, Thane (w)

Email: manasigaikar12152584@gmail.com

Objective

To work with a dynamic team in a vibrant organization may be the best use my knowledge and achieve both professional and personal growth. Seeking a position which will help me enhance my technical skills and apply them to develop new and innovative Ideas that would be beneficial to fulfil the predefined objective of the organization.

Professional Skills

- Tally Erp 9
- Advance Excel
- Good Knowledge of Ms-excel, Ms-word, Power Point, Outlook and Internet
- Good Typing speed in English

Education Qualification

Qualification	Board/ University	Year Of Passing	Marks Obtained
Master's in Accounting & Finance	Mumbai University	2020	2 nd Class
Bachelor's Degree in Accounting & Finance	Mumbai University	2018	A Grade
H.S.C	Mumbai University	2015	81.08 %
S.S.C	Maharashtra	2013	76.18 %

Work Experience

Ashmit & Associates Taxation

Department: **Account & Taxation**

Designation: **Account & Taxation Assistant**

Period: **4 July 2023 to 20 April 2024.**

Roles & Responsibilities

- Sales & Purchase Invoice Entries in Tally prime.
- GSTR1 & GSTR3B Monthly Return & Reconciliation.
- Income Tax Return in clear tax software.
- Bank statement entries.
- Administrative activities.
- DSC Registration.

VAT IT INDIA SERVICES PVT LTD.

Department: **Foreign Vat Department**

Designation: **Back office Executive**

Period: **1 Mar 2022 to 30 June 2023.**

Roles & Responsibilities

- Handling Invoice Process.
- Invoice Capturing Executive.
- Computation of VAT.
- Vat Reclaim process of Foreign Countries.
- VAT Refunds on local and overseas travel spend as well as foreign supplier service.

TGH PROCESS SOLUTION PVT LTD.

Department: **Internal Audit Department**

Designation: **Audit Executive**

Period: **18 Dec 2018 to 15 Jan 2022.**

Roles & Responsibilities

- Verification & validation of transaction which has been done at **Axis Bank** Branches all over India through Bank software Finacle & website E-Workflow.
- Raising queries against mistakes done in transaction & following up progress done in solving that queries.
- Checking KYC documents of account holder.

Personal Profile

Date of Birth	:	02-06-1998
Nationality	:	Indian
Gender	:	Female
Marital Status	:	Unmarried
Languages Known	:	English, Hindi & Marathi

I hereby declare that all the information given by me is true to the best of my knowledge.

Date:

Place: Thane

Manasi Mahendra Gaikar