

Shivangani Dubey

Room No.03,
MataVaran Yadav
Chawl, Marol Naka,
Andheri East,
Mumbai- 400059
Phone: +918369353936
Email: shivanganidubey06@gmail.com

PERSONAL PROFILE

I am an Accounting student so; I will try to always give my best to any work which I get. Also I can represent my company with myself anywhere according to my capabilities. My weakness and my strength is both my 'promise'. I always want to work with those companies who will provide knowledge for future growth and ladders of success.

EDUCATIONAL QUALIFICATIONS

Examination	Year	Institution	Performance
T.Y.B.B.I	May- 2019	S.M.Shetty College	A+
H.S.C	Feb- 2016	Bagarka College	66%
S.S.C	Mar -2014	Maharashtra Board	75%

WORK EXPERIENCE

R. Jaitlia & Co. (Mumbai)

Working as Accountant & Auditor since April 2021.

Job profile:

- GSTR 3B tax calculation, GSTR 1, GSTR 3B
- Passed Bank entries and done bank reconciliation for the same in Tally Prime.
- Prepared Purchase order, Receipt Note and purchase invoice.

- Worked on TDS.
- Maintained Data with reference no. in Tally Prime.
- Auditing of Physical stock of goods and checking the deficiency.
- Done Banking entries, reconciliation, receipt entry, payment entry, and outstanding report of TATA Housing.

Century Cargo Carrier Private Limited.

Working as Accountant Assistant since May, 2019.

(May 2019 – Feb 2021) Job

profile:

- Bank Reconciliation in Tally ERP 9.
- Passed Sale and Purchase Entry in Tally ERP 9.
- Prepared Cheques
- Passed Journal entries in Tally.
- Solved Client Queries as per their requirements.
- Worked in excel with the help of pivot table.
- Done GST Reconciliation.

COMPUTER SKILLS

- Working knowledge of MS office suite (MS word, MS excel) and other Internet Fundamentals
- Hands on experience in Tally.

PERSONAL DETAILS

Father's name	:-	Dinesh Dubey
Date of Birth	:-	18 th October 1997
Linguistic abilities	:-	English, Hindi, Marathi,