

CURRICULUM VAITE

VARSHA YOGIRAJ KSHIRSAGAR

Education - B.Com (Cost & works Accounts)

Permanent Add - C/O Mahadev Borade Sr.no22/3/2 Anandvan
hou. Soc. Len no.4 Thergoan. Pune-411033

Email-ID -boradevarsha7@gmail.com

Contact No -8087558831/9272727944

Objective

"To be recognized as a good professional and above all a good leader. To work in a responsible environment where my skills and knowledge would help the organization to reach its best."

Work Experience:

- Organization** : TATA MOTORS LIMITED
Job Profile : Technician Vocational Apprentice
Duration : Aug 2010 to July 2011 (1 Year)
Role Responsibility
 - perform work as directed by their supervisor.
 - behave politely and professionally.
 - follow all legal instructions and directives (e.g. dress codes, health and safety procedures)
- Organization** : BHAICHAND HIRACHAND RAISONI MULTISTATE CO-OPERATIVE CREDIT SOCIETY LTD.
Job Profile : Clerk.
Duration : Aug 2010 to July 2011 (1 Year)
Role Responsibility
 - Creating All Types accounts.
 - Answer customer inquiries
 - Handle cash and check deposits
 - Adhere to bank policies and procedures
 - Maintain customer records and files
 - Reconciled records of bank transactions.
- Organization** : SYNTHINK RESERCH CHEMICALS
Job Profile : Jr. Accountant.
Duration : Dec 2017 to Dec 2019 (2 Year)
Apr 2023 to Till Date
Role Responsibility
 - Recording daily financial transactions, including sales, purchases, and payments.
 - Assisting in processing invoices and ensuring they are correctly recorded
 - Maintain and update accounting records, ensuring data integrity and confidentiality.
 - Assists senior accountants with all financial operations.
 - Managing and tracking incoming and outgoing payments, ensuring that invoices are paid or collected on time.
 - Uses ERP software & Tally Prime
 - Organizing and maintaining financial records, documents, and spreadsheets for easy retrieval.

Academic Details :

- ❖ Qualified **B.Com** from Modern College, G.K Pune University, SPPU, (Apr 2012) Higher Second class.
- ❖ Passed **HSC.** from Modern College, G.K Pune, (Feb 2009) Distinction
- ❖ Maharashtra, **SSC** March 2007 From Madhyamik Vidyalaya Bavdhan, secured First Class.

Technical Skill :

- MS-CIT, Tally ERP, Data Entry, GDC&A.

Strenghts :

- Strong Communication Skills and Interpersonal Skills
- Active Listening
- Collaborative
- Adaptability
- Engaging and Exciting
- Empathetic
- Patience

Personal Details :

- **Name :** Varsha Yogiraj Kshirsagar
- **Permanent Add -** C/O Mahadev Borade Sr.no22/3/2 Anandvan hou. Soc. Len no.4 Thergoan. Pune
- **Date of Birth :** 07-09-1991
- **Contact No :** 8087558831/9272727944
- **Sex :** Female
- **Marital Status :** Married
- **Nationality :** Indian
- **Languages :** Marathi, Hindi, & English.
- **Hobbies :** Listening Songs, Singing, and Reading.

Declaration :

I hereby acknowledge that all the details given above are true to best of my knowledge.

Date :

Place: Pune

Mrs. Varsha Y.Kshirsagar