**CURRIVULAM VITAE**

**SHAHIN**

[**SHAHIN.366014@2freemail.com**](mailto:SHAHIN.366014@2freemail.com)

**OBJECTIVE**

Determined to practice the knowledge that I have gained by means of my confidence, intellectual, dedication and sincere efforts my work for the growth of the organization I will be associated with.

**EDUCATION**

March 2016  **:** Department of Co-Operation, Marketing and Textiles, Maharashtra

**Government Diploma in Co-Operative & Accountancy**

**(GDC&A)**

June 2011 – July 2012 **:** Ness Wadiya College of Commerce, Pune

**Diploma In Taxation Law (DTL)**

June 2008 – March 2011 **:** SSVM Collage of Commerce, Pune University

**Bachelor of Commerce (B.Com)**

June 2006 – March 2008 **:** Maharashtra State Board, Pune

**Higher School Certificate**

July 2005 - March 2006 **:** Maharashtra State Board, Pune

**Secondary School Certificate**

**PROFESSIONAL WORK EXPERIENCE (INDIA)**

**July 2012 – March 2016 Rafik Bandagi And Associates**

*(Certified Auditor & Tax Consultant)*

**Audit & Account Assistance**

**Job Role:-** Co-Operative Audit, Direct & Indirect Taxation, All Types of Accounting, Periodicals Returns Filing by Online & Manual Also, Maintained MIS Report, Social Services, Maintained Clients Record, etc.

**LANGUAGE**

English, Hindi,and Marathi**.**

(Written & Spoken)

**OTHER SKILLS**

Interest in getting knowledge and learning new things.

MS-CIT,

Accounting Software – Tally ERP 9.0,

Taxation Software – Taxbase, TDS – etc.  **Design Works:**

4 year as an Accountant1 year as an Accountant (Aug 2011 till Nov2015)

Handling the payroll

Recording the inflow and outflow of cash

Keeping a proper record of inventories

Prepares payments by verifying documentation, and requesting disbarment. . Contribute to team effort by accomplishing related results as needed

**Computer Skills:**

Certified course in (MS-CIT)

Microsoft Word,excel

TALLY ERP,7.2,6.

***Thank you, for investing your valuable time going through the above.***