

**Mrs. RASHMI SACHIN DHOLE**

**Mobile No. 09503000455**

C 701, Tamarind Park, Dhayari, PUNE-411041. E- MAIL ID: - [rashmi17k@gmail.com](mailto:rashmi17k@gmail.com)

**STRENGTHS:**

Capable of individual office administration, Self-Motivation, handling individual responsibilities and decision making. Undertaking the task in hand and putting efforts to complete the task with efficiency and on time.

**Career Graph:**

A qualified **M. Com**, Post Graduate Diploma in **Tax Management & Administration** with more than **15 years' experience in Finance**.

**Work Experience**

- Working as Accountant in **Dynastical communication Pvt ltd** Pune
  - From Oct 22 to till now.
  
- **Major Responsibilities:**
  - Preparation of BS & PL, Ledger Scrutiny, Bank Reconciliations, data compile for GST return and Making Online Payments for GST & Income Tax.
  - Preparation of required documents for Bank Proposals , Letter of Credit and Bank guarantee documentation.
  - To handle all ROC & Property related documentations.
  - Preparation and compile of documents from records as per requirements for Income Tax & Sales Tax Assessments.
  
- Worked in **Signet Products Pvt Ltd**. Pune Position Held: **Accounts Executive**
  - From: **March-2008 to November 2019**.
  
- **Major Responsibilities:**

- Preparation of BS & PL, Ledger Scrutiny, Bank Reconciliations, data compile for GST return and Making Online Payments for GST & Income Tax.
- Preparation of required documents for Bank Proposals , Letter of Credit and Bank guarantee documentation.
- To handle all ROC & Property related documentations.
- Preparation and compile of documents from records as per requirements for Income Tax & Sales Tax Assessments.
  
- **Worked in PYC Hindu Gymkhana Pune**
  - Position Held: **Office Assistant**  
From: **June-2000 to March 2008.**
  
- **Major Responsibilities:**
  - Handling of petty cash as well as day to day clerical works.
  - Keep track of Cash & Bank Transactions, Writing of Books of Accounts and update in Tally.
  
  - **Worked in CENT Bank Home Finance LTD (Subsidiary of Central bank) Position Held: Office Assistant (Part time) From: June-2004 to March 2008.**

**Major Responsibilities:**

- Involved handling of Cash & Bank transactions.
- Prepare monthly Statements e.g. Bank Reconciliation, Fund Flow, Fixed Deposits Calculation of Interest.
- Writing of Books of Accounts such as Cash Book, General Ledger & Posting.

**Educational Qualification:**

<b>Qualification</b>	<b>College</b>	<b>Year</b>	<b>Class</b>
<b>M.com</b>	<b>University of Pune</b>	<b>March 2003</b>	<b>II Class</b>
<b>P.G.D.T.M. &amp;A. (Post Graduate Diploma in Tax Management &amp; Administration)</b>	<b>Symbiosis Law School</b>	<b>March 2012</b>	<b>II Class</b>

### **Computer Skills & Others:**

- ✓ Certified Mutual fund felicitator (**AMFI**) ✓ Ms- CIT, Tally, ERP, MS Office.
- ✓ Diploma in Web Graphic Animation from Arena Multimedia
- ✓ Certificate Course in **French Language** from "Ranade Institute" Pune university

### **Common Proficiency:**

**Operating Systems** : Ms DOS, Ms Windows95/98/XP.  
**Packages** : Ms-Office 2007  
**E-mail Applications** : Lotus Notes and MS Outlook.

### **Personal Details:**

Spouse : Sachin Ashok Dhole  
Date of Birth : 17<sup>th</sup> May 1981  
Gender : Female

Marital Status : Married  
Languages Known : Marathi, Hindi and English

Mrs. Rashmi Sachin Dhole