

SAKSHI JAIN

+91 7066581009 [✉ sakshijain2772@gmail.com](mailto:sakshijain2772@gmail.com) [in LinkedIn](#)

Objective

To utilize my expertise in accounting, tax filing, auditing, and financial management to contribute to the success of a dynamic organization. With proficiency in Tally ERP.9, TallyPrime, and advanced Microsoft Office skills, I aim to ensure accurate financial operations while driving efficiency and compliance.

Education

MIT School of Distance Education, Pune

Post Graduation Diploma in Management (Finance) **Percentage: 81.33**

August 2021 – June 2023

Pune, Maharashtra

KBCNM University, Jalgaon: SSVPS Commerce College, Dhule

Bachelor of Commerce **Percentage: 85.00**

July 2018– June 2021

Dhule, Maharashtra

Work Experience

Senior Accountant

February 2025 - Present

Alpine Landmarks LLP, Pune

- Handled payroll processing and ensured timely compliance with **GST, TDS, and RERA quarterly filings**.
- Managed day-to-day accounting including accounts payable/receivable, general ledger, and bank reconciliations.
- Assisted in budgeting and forecasting, performed variance analysis, and used **Tally ERP.9 / Tally Prime** for reporting.
- Prepared monthly, quarterly, **annual financial statements** and **Audit** as per statutory requirements.

Accountant

October 2023 - February 2025

PGMJ And Associates, Pune

- Specialized in **GSTR-1 and GSTR-3B** filing for construction and other firms.
- Experienced in income tax filing and auditing, ensuring compliance with statutory regulations.
- Proficient in Tally ERP.9 and Tally Prime, with expertise in bookkeeping, ledger maintenance, and advanced Excel for efficient financial management.
- Played a key role in managing complex accounts with accuracy and a strong focus on software proficiency.

Accountance Intern

June 2021 - December 2021

Alpine Landmarks LLP, Pune

- Gained hands-on experience in accounting with proficiency in Tally ERP.9.
- Analyzed financial data, maintained ledgers, and streamlined bookkeeping processes.
- Enhanced software skills and contributed to accurate financial record-keeping.

Skills

Accounting Software: Tally ERP.9, Tally Prime

Tax Filing: GSTR-1 Filing, GSTR-3B Filing, Income Tax Filing

Auditing : Experience in conducting audits to ensure compliance with financial regulations and accuracy in reporting

Bookkeeping & Ledger Management : Expertise in maintaining ledgers and managing financial records

Data Analysis: Skilled in analyzing financial data for decision-making and reporting

Microsoft Excel: Advanced proficiency in organizing data, using formulas, and creating financial reports

Microsoft Word, Power Point: Proficient in creating detailed reports, formatting documents, and designing visually engaging presentations for financial reporting and meetings Software

Additional Information

- **Name:** Sakshi Dnyanprakash Jain.
- **Date of Birth:** 27-July-2000
- **Permanent Address:** Gandhi Chowk, Bagul Lane, Songir, Tal. Dist Dhule, Maharashtra
- **Language Known:** English, German, Hindi, Marathi
- **Marital Status:** Unmarried
- **Gender:** Female
- **Hobbies:** Travelling, Cooking, Dancing

Positions of Responsibility

Managing Committee Member of WICASA, Pimpri Chinchwad Branch

- Assisted in organizing student development programs, events, Seminars and professional workshops.
- Contributed to planning and execution of professional, academic, and networking events for CA students.
- Coordinated with team members and stakeholders to ensure smooth branch operations. Supported initiatives aimed at student development and member engagement.

Declaration

I hereby declare that the information provided above is true to the best of my knowledge and belief. I take full responsibility for the accuracy of the information shared in this resume.

Sakshi Jain