

# SAYALI RAJENDRA KADU

Ramnagar Tukaram Ward, Wardha  
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27/10/2004

## EXPERIENCE

- **CA. Nitin Mundada** 4/06/2025 - Currently working  
Audit and Accounting  
I gained hands-on experience in basic accounting, including day-to-day entries and voucher verification. I assisted in audit procedures such as checking supporting documents and preparing work papers. Additionally, I worked on ITR preparation by creating ITR summaries, reviewing client information, and supporting the team in filing Income Tax Returns.

## EDUCATION

- **LOK MAHAVIDYALAY, WARDHA.** 2020  
S.S.C  
**76.60%**
- **NEW ENGLISH JR. COLLEGE, WARDHA** 2022  
H.S.C  
**65.67%**
- **NAGPUR UNIVERSITY** 2025  
Bachelors of Commerce  
**68%**
- **G.S COLLEGE OF COMMERCE, WARDHA**  
Master of Commerce  
**Pursuing**

## SKILLS

- Data entry and Record keeping
- Audit documentation
- Ms-Excel
- Tally
- Typing
- Team Work & Collaboration
- Punctual
- Adaptable and Flexible

## INTERESTS

- Dancing
- Drawing
- Listening music
- Badminton

## LANGUAGE

- Marathi
- English
- Hindi

## CERTIFICATE

- Certificate Program in Banking, Finance & Insurance (CPBFI)
- Certificate of "Employability Skill Training Program" by Naandi Foundation
- Certificate of "Social Media Executive" from National Skill Development Corporation