

# TEJAL MANVE

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## SUMMARY

B.Com graduate and CA Inter student with a strong foundation in accounting, taxation, and GST compliance. Proficient in Tally Prime, Zoho Books, and MS Excel. Completed ICITSS training and multiple finance simulations with J.P. Morgan, Goldman Sachs, and BCG. Seeking an Accounts Assistant role to apply technical expertise in accounting operations, reconciliations, tax filings.

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## EDUCATION

<b>Chartered Accountancy, CA Inter</b>	<b>Present</b>
The Institute of Chartered Accountants of India	
<b>Bachelor of Commerce, (6.62 CGPI)</b>	<b>2022 - 2025</b>
M. L. Dahanukar College of Commerce, Vile Parle (E) <ul style="list-style-type: none"><li>Focused on core areas such as Accounting, taxation, Advertising, Export Marketing.</li><li>Developed strong analytical, problem-solving and teamwork skills through group projects.</li><li>Participated in group project and presentations.</li></ul>	
<b>Higher Secondary Education (Commerce, 70.67 %)</b>	<b>2020 - 2022</b>
M. L. Dahanukar college of Commerce, Vile Parle (E)	
<b>Secondary School Certificate (89.20 %)</b>	<b>2020</b>
Utlkarsh Mandir, Malad (E)	

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## SKILLS

- Accounting Software: Tally Prime ERP, Zoho Books
  - Tools: MS Excel, MS PowerPoint
  - Core Areas: Accounting Standards, GST Compliance, Direct Taxation
  - Soft Skills: Time Management, Team Collaboration, Analytical Thinking
  - Languages Known: English, Hindi, Marathi
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## CERTIFICATION

- Integrated Course on Information Technology and Soft Skills (ICITSS) - Information Technology** : Institute of Chartered Accountants of India
  - Integrated Course on Information Technology and Soft Skills (ICITSS) - Orientation Course** : Institute of Chartered Accountants of India
  - Investment Banking Job Simulation by J P Morgan Chase**: Forage
  - Goldman Sachs - Risk Job Simulation**: Forage
  - BCG - Introduction to Strategy Consulting Job Simulation** : Forage
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## PROJECTS

- GST Implementation Project - ICITSS Training (ICAI)**
  - Conducted a detailed study on the practical aspects of Goods and Service Tax
  - Analyzed impact of GST on various entities in the economy