Pradnya Gawade C2/16, Best colony,

Ghatkopar west, Mumbai 86

Passport number: S4459237 [gawadep45@gmail.com](mailto:gawadep45@gmail.com) Mobile : 8104289639

Gender : Female Marital Status : Unmarried

DOB : 07/10/1995

City : Mumbai State : Maharashtra Country : India Pincode : 400086

To achieve organisational goal with the help of educational knowledge and practical experience.

**ACADEMIC DETAILS**

**OBJECTIVE**

* B.com [2016] with aggregate of 52% from Menon college
* CIA+ course [2017] with aggregate of 75% from ICA Institute
* Ms-office certificate [2017] with aggregate of 60% from ICA Institute
* SAP User level [2017] with aggregate of 50% from ICA Institute
* MBA Finance [Pursuing] with aggregate of 52% from M.k university
* Xero certification course [2017] with aggregate of 70% from CBS
* MS-CIT [2011] with aggregate of 59% from Maharashtra govt

**WORK EXPERIENCE**

* Working as Analyst in Ram Group from Feb 2020 to till date

Role :Audit analysts

Risk management, consulting

Report Writing- Drafting, finalizing and amending.

Compliance tracker, Issuance tracker,

Follow us and meetings with auditee/ process owner,

MIS audit, MIS data working,

Vender KYC,

Vendor Management audit,

Management process audit,

Payroll process audit,

Quality management data audit,

Data management,

Advance Excel, Observation skills

* Worked as Account Executive in CB Solutions from Sep 2017 to Sep 2018 Role :Accounting and Auditing ( UK Process)

Bank statement uploading, reconciliation and auditing Credit card statement uploading, reconciliation and auditing Sales / Purchase Invoicing

P&L & Balance sheet auditing Accruals and Prepayments

Age payable and Age receivable Debit and Credit scrutiny Excel reports

Budgets making Management accounting

* Worked as Account and Audit Executive in Trisha infotech from Dec 2014 to May 2017 Role :Accounts and audit

Accounting and Auditing Team management

Bank reco Credit card reco

Sales / Purchase entries and auditing P&L & Balance sheet auditing Accruals and Prepayments

Age payable and Age receivable Excel maintaining

Preparation for work Arrange and handle meetings

Help to solve problems of team members

**FIELD OF INTERESTS**

* Accounts and Finance
* Management
* Auditing

**SKILLS**

* Tally ERP9, Excel, Xero, Autoentry, Quick books, Sage50, Rackspace.

(Pradnya Gawade)