

RESUME

Sonali jagade

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CAREER OBJECTIVE:

OPTIMUM UTILIZATION OF MY KNOWLEDGE, SKILL AND EXPERIENCE TOWARDS CONTINUES IMPROVEMENT AND GROWTH.

STRENGTH:

ABILITY TO GRASP NEW CONCEPTS QUICKLY.

ACCEPT NEW CHALLENGES.

BELIEVE IN TEAM WORK.

WORK EXPERIENCE:

4 month - clearing dpt of icici bank as data entry operator (Duration 1/1/2014 to 16/04/2014)

In gold's gym at sales representative and front desk for 2years (duration 14/4/2014 to 10/4/2016)

Supra Enterprises (CHITALE BANDHU),as accountant, Mumbai -joining 20april 2016 to 10jan 2019

Ashirwad agro as accountant Mumbai joining 14 Jan 2019 to til dated .

DUTIES &Responsibility

Administrative work like maintain register of client & employees

Handle petty cash

Field work in particular job

Processing Accounts Payable Invoices

Processing Sales Invoices

Undertaking Cash Application

Bank Reconciliation

Preparation of Balance Sheet and Profit and Loss Account

Resolve customer queries, if any
MIS reports
Prepare sale invoice
Finalize account til end
Handling sales register , purchase register
All managing related office work and director work

SKILLS:

math skills.
Ability to work under pressure.
computer knowledge.
Tally ERP 9.0 , BUSY ACCOUNTING SOFTWARE
Accounting knowledge , EXCEL 2008 , 2010

QUALIFICATION:

Graduation
Done computer course
Additional knowledge- expert in call handling and managing administrative work.
Experience in tally erp 9.0

PERSONAL DETAILS:

DATE OF BIRTH	:25 th sept 1995
GENDER	: FEMALE
MARITAL STATUS	: UNMARRIED
NATIONALITY	:INDIAN
RELIGION	: HINDU- KUNBI
LANGUAGE KNOWNG	: ENGLISH, HINDI, & MARATHI

DATE:

PLACE:

(SONALI JAGADE)