|  |  |
| --- | --- |
|  | **Name: *Neha Patil***  21, Female, Indian  **Phone**: +91 9987788877  **E-mail**: nehapatil847@gmail.com |

|  |
| --- |
| ***Career Objective*** |

Secure a responsible **career** opportunity to fully utilize my training and skills as an assistant accountant, while making a significant contribution to the success of the company

|  |
| --- |
| ***Work Experience*** |

* **Junior Accountant** at **Apricot Media Private Limited** (Event Management Company) from 28 May2019 – Present
* Manage Petty Cash on daily basis.
* Making payments through Bank Transfer (NEFT / RTGS).
* Preparing Board Resolution, Requisitions, and SOP’s as and when required.
* Use of tally to make regular payment entries, prepare Tax invoices, Proforma invoices, Credit Note using tally.
* Assisting seniors in making Budget report for our events.
* Keeping record of important documents, invoices, etc.

|  |
| --- |
| ***Academic Qualifications*** |

|  |  |  |  |
| --- | --- | --- | --- |
| YEAR | INSTITUTE | BOARD / UNIVERSITY | PERCENTAGE |
| SSC | St Anne’s High School | Maharashtra Board | 79.60% |
| HSC | Mithibai Motiram Kundnani | Maharashtra Board | 84.77% |
| GRADUATION ( Bachelor in Accounts and Finance) | Jai Hind College | Mumbai University | 9.85 GPA |

|  |
| --- |
| ***IT Skills*** |

* MS Excel (Basic and Advance), MS Word, Power Point.
* Beginner in using Tally Erp 9

|  |
| --- |
| ***Professional Skills*** |

* Communication & Interpersonal skills
* Keen to learn new things
* Ability to meet the requirements effectively & efficiently
* Understanding the importance of work ethics
* Sets realistic expectations with self

|  |
| --- |
| ***Achievements & Projects*** |

**ACHIEVEMENTS**

* Class Representative in degree college.
* Scored 98 in accountancy in HSC.
* Subject topper in Business Law in Semester 3.

**PROJECTS (Made in College) -**

* Before & after **Effect of Globalization** on Beauty and cosmetics industry.
* Presentation on **Investment Banking sector** as a whole & top three Investment Banks.
* Research paper and presentation on **E-PAYMENTS & ITS EFFECTS ON YOUNGSTERS**.

|  |
| --- |
| ***Personal Details*** |

* Date of Birth : 25/12/1998
* Languages Known: English, Hindi, Marathi
* Interest & activities: Music, Travelling, Social Networking, Cooking

Place: MUMBAI

DATE: **\_ /\_ /\_** **[NEHA PATIL]**