**CURRICULUM VITAE**

**Sayali Dyaneshwar Tilekar** **sayali.tilekar29@gmail.com** **Contact no: - 7507363058**

**Career Objective: -**

Inculcate professional standards of behavior and communication that can help in gaining knowledge and adapt to rapidly changing corporate environment.

**Professional Education**: -

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Board/University** | **Year of Passing** | **Percentage** |
| S.S.C | Maharashtra Board | 2010 | Higher second class |
| H.S.C | Maharashtra Board | 2012 | Second Class  |
|  Bcom | Pune University |  2018 | Pass class |

**Software Knowledge**: -

MSCIT, Tally ERP 9,

**Work Experience**: -

1. Worked as a Office Assistant in Just Enterprises for a Period of 6 Months.

I had maintain day to day report in excel, create invoice, day to day filing of sales invoice, handling calls

1. Working as a Office Assistant in Navyug Marriage Bureau for a period of 6 months.

Give information to customer, handling calls, certificate typing , all online work ( like apply for passport, apply for DL, Online stamp duty paid.),

 3. Worked as a Casher in Eon Kharadi IT Park(Panchashil

 Infratructure Pvt.Ltd.) from 01/11/2015 to 10/01/2019 year.

 Handling customers, Cash received, Day to day cash report maintain

 Write daily menu on board

 4. Working as a Assistant Accountant in ONS Express and Logistic

 from 11/01/2019 to till date

 Handling Tally work ( Sales, purchase invoice entries, payroll,

 GST, TDS, Voucher entries, Bank reconciliation,) Day to day

 Payment follow up , Banking, Filing, Daily branch cash booking

 Detail maintain, handling petty cash, Update PSD, Excel work

 Check GST Portal monthly, Maintain DTDC statement Monthly

 update monthly outstanding ( Receivables and Payables)

**Personal Information**: -

Present Address: - Shri Raj Apartement

Flat no. 2, Subhash Nagar Vishrantwadi Pune- 15.

Date of Birth 29th Sep 1994

Martial Status Single

Language Known English, Marathi, Hindi

Permanent Address Shri Raj Apartement

Flat no. 2, Subhash Nagar Vishrantwadi Pune- 15,

Email sayali.tilekar29@gmail.com

Contact No. 7507363058

Nationality Indian

Date:- Place:-