

RESUME

Anisha Anil Satam

Email ID : anishasatam@gmail.com
Mobile No. : 7208868518/9552220895
Date of Birth : 3rd June 1994
Languages known : English, Marathi, Hindi
Gender : Female
Marital Status : Single
Address : Srikrishna krupa chawl, Room no. 5
Agasan road Diva (East)

Career Objective

To serve the organization/firm, by performing my professional duties effectively and efficiently. To work with an organization/firm, which offers a healthy environment to work

Academic Credentials

Qualification	University/Board	Percentage	Passing Year
B.Com	Mumbai University	72 %	2014-15
HSC	Maharashtra State Board, Kolhapur	64 %	2011-12
SSC	Maharashtra State Board, Kolhapur	60 %	2009-10

Work Experience

Designation: - Accounts Manager

18th June 2015 To 20th August 2016 in V.V. Rane & Co. As a Accounts Manager, in Roll n Scroll (Advertise agency) From 21st August 2016 to 22nd October 2017 as Account Executive, in Smile Apparels (Garment industry) from 23rd October 2017 to till date as Account Executive

• **Roles and Responsibilities:-**

- Handling of Accounts in Tally 7.0 and tally ERP. 9
- Outstanding Update Follow-up from Client.
- Makings of cheques
- Invoice entries and cross checking.
- Handling Sales & Purchase Entries of the Company.
- Made Receipt, Payment & Journal Entries.
- Preparing Monthly bank wise Bank Reconciliation Statement.
- Debit Note/Credit Note Entry
- E-way bill generation.

- **C From Entry & Follow-up to Client.**
- **Maintaining the day- to-day accounting transaction.**
- **Filing and documentation**

Certifications/Other Courses

Successfully completed MS-CIT Course in July April 2016
Knowledge in word, Excel, Powerpoint Presentation

Hobbies

Reading, Listening to Music

Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date:
Place: Diva

Anisha Anil Satam