

Resume

Mrs. Priyanka Vilas Pokharkar

Email : priyankaPokharkar86@gmail.com

Address : Room No 216, Shastri Nagar, Pratiksha Nagar, Sion Koliwada, Mumbai-400022

Phone : 9820859325

DOB : 06/11/1986

Objective: Looking for an entry level position as an accounting assistant to contribute to the company growth with my interpersonal skills and subject knowledge.

Key Skills.

- Quick Learner.
- Loyal towards work and duties
- Can work under stressed condition
- Good communication skills

Extra-Curricular Activities:

- Completed a MS-CIT course in July, 2007
- Excel & MS Office, Internet
- Tally -9.0 ERP
- Spectrum Business management Software

Educational Qualification:

- S.S.C Maharashtra Board
- H.S.C Maharashtra Board
- TYBCOM Arunodaya University

WORK PROFILE: -

1. Preparation of bank reconciliation on daily basis. –
2. Preparation of debtors' statements on weekly basis. –
3. Preparation of Debtors' reconciliation. –
4. Day to day accounting entries pass in the Tally 9.0 –
5. Making of Sales bills to the Party
6. Preparing Quotes, Performa, Purchase Order
7. Arranging vendor payments as per terms through Electronic payments.
8. Follow up for collection from other branches.
9. Weekly Bank Reconciliation.
10. Reconciliation the Debtors Statement and Co-ordinate with Debtors.
11. Also Handling the Petty Cash & Voucher Entry.

Work Experience:

- 1) COMPANY: WEAVERTEX ENGINEERS PVT.LTD. 3 Years Worked on Back Office.
- 2) COMPANY: J .Industrial Product India Pvt. Ltd. 5 years worked on Accounts Assistant
- 3) COMPANY: Ronak Media Services (14 Jan 2019 to till date) as an Account Assistant

WORK PROFILE OF Ronak Media Services. : (Outdoor Media Firm)

- Preparing sale bill
- Day to day Purchase entries pass in the Tally 9.0 Erp
- Following Vender payment in daily basis.
- Handling Petty cash and Voucher entry
- Bank Reconciliation

WORK PROFILE OF J .Industrial Product India Pvt. Ltd. (Manufacturing Yarn Dyeing Machine)

- Day to day accounting entries pass Spectrum Business Management Software
- Generate Invoice & maintaining Updated accounts including sales, purchase, cash, Journal Voucher Entry, ledger in tally keeping track.
- Making of Sales bills to the Party.
- Preparing Quotes, Performa, Purchase Order,
- Arranging vendor payments as per terms through Electronic payments.
- Preparing Quotes, Performa, Purchase Order,
- Making Vat , TDS , GST Working

WORK PROFILE OF Weavetex Engineering Pvt.ltd .(Trading co.)

- Handling petty cash & voucher entry
- Preparing sale Quotes, Performa & Tax Invoice Bill
- Preparation of banking operation related work including Cheques, DD, RTGS, NEFT, Preparation of Bank Reconciliation Statement
- Working day to day accounting transaction in Tally ERP , Generate Invoice & maintaining Updated accounts including sales, purchase, cash, Journal Voucher Entry, ledger in tally keeping track

RESPONSIBLE:

For all activities related to customer account to ensure its smooth functioning and Updating Adjustment accts from time to time. Updating Repair charges accts from time to time and Delivery schedule with its summary

DUTIES:

Receiving of orders and sending confirmation of the received orders along with the delivery dates. Preparing & sending Packing lists flight details to the customer in case of Exports Filing of Important Documents with regarding to Pricing, etc.

HOBBIES: Reading Books, Listening music.

DECLARATION: All the information provided by me above are true & correct as per my knowledge and belief.

DATE: 19/09/2019

PLACE: Mumbai

(Mrs. Priyanka Vilas Pokharkar)