



# SONALI SHAMKUWAR

Pune-411027.

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## OBJECTIVE

Energized Self-Motivated Flexible, well-organized, Detail Oriented Quick learner who is able to work efficiently in a team player Desire to work in well-organization and gain experience also want to contribute my knowledge for organization

## EXPERIENCE

- **Elix Technology (Haber)**

*Jan 2024 -*

Account executive

- Banking Transaction and Reconciliations.
- Sales entries export from zoho books to tally
- Data entry, Book keeping
- Sales and purchase Entries
- Organizations Filling on Daily Basic
- Issued post dated cheque for payment
- Vendor Reconciliation
- Booked travelling expenses
- Assist in audit to senior

- **Jupiter Bussiness services pvt ltd**

*Jan 2023 - Dec 2023*

Junior Accountant

- Excellent knowledge of Basic principle of Accounting
- Familiar with ms outlook
- Good hand on Ms Excel Skills
- General Entries, Bank Entries, Receipt & Payment Entries
- Good knowledge of TDS
- Data Entry
- Managed invoice and Filling
- Email Drafting, scanning and Documentation work

## TECHNICAL SKILLS

- Tally Prime

- MS-CIT
- Typing "30 WPM"

## SKILLS

- Quick Learner
- Adaptability
- Good team player
- Good with Numbers

## EDUCATION

- **North Maharashtra University, Jalgaon**  
*2016-18*  
Bachelor Of Commerce  
CGPA 3.54( 56.29%)

## LANGUAGES

- English (Professional working proficiency)
- Hindi (professional working proficiency)
- Marathi (Professional working proficiency)

## INTERESTS

- Playing Badminton
- Drawing
- Travelling