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OBJECTIVE

1. To seek and maintain full time position that offers professional challenges utilizing inter-personal skill, excellent time management and problem solving skills.
2. To combine analytical, practical, and innovating thinking to create value in community's. To strategically attempt to connect individuals and effectively reach audiences.

EDUCATION

EDUCATION	%	YEAR
1 (MBA, Finance) Symbiosis skills and professional University pine	80%	2023-2024
2(Bcom] Collage of Management khamgaon	65.44%	2017-2019
3(H.S.C) Swami Vivekananda Jr.Collage Jalgaon jamod	74.15%	2016
4(S.S.C) S.S.VIDYALAYA	76.40	2014

WORK EXPERIENCE

PURCHASE INVOICES (AGRICULTURAL SUPPLY STORE)// (2020-2022)

1. Processing purchase invoices and receipts, ensuring accurate calculation of CGST and SGST.
2. Verifying GSTIN (GST Identification NUMBER) of suppliers and maintaining records.
3. Reconciling GST input credit with purchase invoices and payments.
4. Updating and maintaining records of the year of purchase.
5. Generating GST purchase reports for internal and external audits.

Accountant Intern, Bansal's and Associates, Amravati

1. Organized budget, documentation and tracked expenses to maintain tight business controls.
2. Stayed on the top of applicable federal and state requirements to minimize legal and financial risks.
3. Balanced and submitted financial reports for review and approval.
4. Interacted with clients to obtain cost and budget information to draft and manage accounts.

CERTIFICATION AND SKILLS

MS-CIT

FUNDAMENTAL OF TAXATION (BEGINNER)

MICROSOFT EXCEL

MICROSOFT WORD

TALLY

TCS ION (CAREER EDGE YOUNG PROFESSIONAL)

DECLARATION

I hereby confirm that the information furnished above is true to the best of my knowledge and belief.

(POOJA DAYMA)
