

## GHATULE PRIYANKA BHAGWAT

Flat no. 001, B-1, Sunjuda Complex, Bhekraingagaer, Fursungi, Pune

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9011187483

### OBJECTIVE:

A highly motivated and detail-oriented Master of Commerce graduate with expertise in Tally ERP 9, Tally Prime, corporate finance, and proficiency in MS Office. Seeking a challenging position where I can utilize my knowledge and skills to contribute to the success of the organization while continuously learning and growing in a dynamic environment.

### EDUCATION:

EDUCATION	YEAR OF PASSING	UNIVERSITY / BOARD	PERCENTAGE / CGPA
M. COM	2023	Department of Commerce, Savitribai Phule Pune University	8.02
B. COM	2021	Savitribai phule pune university	81.41%
H. S. C	2018	Maharashtra board	76.80%
S. S. C	2016	Maharashtra board	77.20%

### SKILLS:

**Tally ERP 9 and Tally Prime:** Proficient in managing financial transactions, generating reports, and maintaining accurate accounting records using Tally software.

**SAP FICO:** Proficient in SAP FICO after completing comprehensive coursework, proficient in financial accounting, reporting, and controlling using SAP's integrated system.

**Corporate Finance:** Sound understanding of financial management principles, budgeting, financial analysis, and financial statement interpretation.

**MS Office Suite:** knowledge of Microsoft Excel, Word, PowerPoint, and Outlook for data analysis, documentation, and presentations.

### INTERNSHIP / EXPERIENCE:

**Company Name :** MGS Technology Pvt Ltd.

**Position :** Junior Accountant

**Duration :** 20<sup>th</sup> May 2022 to 30th June 2022

**Description :** Highly motivated and detail-oriented Junior Accountant with valuable internship experience at a multinational corporation. Proficient in financial data entry, reconciliation, and report generation. Demonstrated ability to ensure accuracy and

compliance with accounting principles. Adept at assisting in financial analysis and contributing to the efficient functioning of the finance team. Strong analytical and problem-solving skills, coupled with a keen willingness to learn and grow in the field of accounting.

**Company Name :** CASA Laxmi India Pvt Ltd

**Position :** Order Processing Assistant

**Duration:** 8<sup>th</sup> January 2024 to present

**Description :**

- Processed customer orders and ensured accurate entry into the system.
- Coordinated with the accounting department to manage invoices and track payments.
- Assisted in the reconciliation of accounts receivable and payable.
- Maintained detailed records of transactions and prepared regular financial reports.
- Collaborated with the finance team to resolve any billing discrepancies.
- Utilized accounting software to streamline order processing and financial tracking

**CERTIFICATION:**

**Government Diploma in Cooperative Accounting**

Recently completed a comprehensive government diploma in Cooperative Accounting, gaining specialized knowledge in managing financial transactions and records within cooperative enterprises. Developed expertise in principles specific to cooperative societies, ensuring accurate bookkeeping, financial reporting, and compliance with relevant regulations. Proficient in analyzing cooperative financial data and assisting in budgeting and financial decision-making processes.

**OTHER DETAILS**

**Dob:** 31<sup>st</sup> March 2001

**Gender:** Female

**Marital Status:** Unmarried

**Languages Known:** English, Marathi, Hindi