

POOJA KHABALE

Accounts Executive

Career Objective:

An account executive with 3+ years of experience in accounting looking for challenging position in a growth-oriented organization where I can enhance my skills and knowledge and become a valuable part of the organization.

Employment Background:

Currently working as an Accounts Executive at **Integral Process Controls India Pvt. Ltd. Pune.** from Sept. 2021.

Role and Responsibilities:

- Bank reconciliations on daily basis.
- Purchase invoicing.
- Suppliers Payments.
- Maintaining vouchers, receipts, bills and payments.
- Reconciliation of sundry debtors and creditors.
- Updating accounts receivables and issuing invoices.
- Preparing Daily, Weekly and monthly forecast reports.
- Assisting in processing balance sheets, income statements and other financial statements.
- Filing GST and TDS Payments.
- Coordination with vendors and internal team.
- Keeping records of daily transactions.
- Updating internal systems with financial data.
- Documentation for various credit rating Certifications.

Contact Info:

Mob: 9067502618

Email:

poojakhabale244@gmail.com

Address:

Sant Tukaram Nagar,
Pimpri, Pune-411018

Personal Info:

DOB: 4th October 1997

Marital Status: Single

Nationality: Indian

Languages: English, Hindi,
Marathi.

Links:

<https://www.linkedin.com/in/pooja-khabale>

Certified Courses:

Tally ERP-9
Proficiency In MS Excel,
Word and PowerPoint.

Skills and Strengths:

Ability to work under Pressure
Innovative
Problem Solving
Time Management
Adaptability
Positive Attitude

Interests & Hobbies:

Cooking
Travelling
Listening Music
Reading Books

Educational Qualification:

- **Master of Business Administration in Finance (65%)**
Jaywant Institute of Management, Wathar. (Nov,2020)
- **Bachelor of Commerce (55.67%)**
Sadaguru Gadage Maharaj College, Karad. (March, 2018)
- **H.S.C. (65.85%)**
Vithamata Junior College, Karad. (Feb, 2015)
- **S.S.C. (64.40%)**
Maharashtra State Board (March, 2013)

Internship & Project:

- **Company Name:** Hindoostan Mills (Textile Unit)
Tasawade MIDC, Karad
- **Project Title:** A Study on Capital Budgeting (Finance)
- **Key Points**
 - Calculation of NPV.
 - Calculation of PI
 - Calculation of IRR.
 - Calculation of Payback period
 - Calculation of post payback period

Declaration:

I hereby declare that the information mentioned above is correct up to my knowledge and bear the responsibility for correctness of the mentioned particulars.

POOJA ARUN KHABALE