

PRATIK KADAM

WORK HISTORY

Account Executive, 01/2021 to 06/2022

Samruddhi Engineering, Bhosari - Pune, Maharashtra

- Work Responsibilities like Basic Accounting, Accounts Payable, Accounts Receivable, E-way bill generation, GSTR-1 file generation, Invoicing, customer payment follow up.

Account Executive, 07/2022 to current

Autus Metrology, BHOSARI, PUNE, Maharashtra

- Work Responsibilities like Basic Accounting, Accounts Payable, Accounts Receivable, E-way bill generation, GSTR-1 & 2 file generation, GSTR-3B Generation, Invoicing, Bank Reconciliation, Tally ERP 9, customer payment follow up.
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EDUCATION

High School, 03/2012

New English School - Ratnagiri

Graduated with 64.00% in SSC

Junior College (Commerce), 06/2014

ASP College - Ratnagiri

Graduated with 60.00% in HSC

Bachelor of Commerce, 08/2017

ASP College - Ratnagiri

Graduated with 4.3 CGPI

Master of Commerce, 08/2019

Gogate Jogalekar College - Ratnagiri

Graduated with 6.31 CGPI

INTERNSHIP

- **NJ India Invest Pvt. Ltd., 02/2019**

Successfully completed project on "A Study of Investment References of Investors to Words Selected Mutual Fund Scheme with reference to NJ India Invest Pvt. Ltd."

CONTACT

Address : Ratnagiri, Maharashtra, India
415612

Phone : +91 9637533548

Email : pratikkadam860@gmail.com

SKILLS

- MS Office Proficiency
 - Tally ERP
 - Bits ERP
 - Typing 30 (ENGLISH/MARATHI)
 - Good communication skills
 - Good Teamwork
 - Fast learning ability
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LANGUAGE

- Marathi
 - Hindi
 - English
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EXTRA CURRICULAR ACTIVITIES

- National Service Scheme Extension Work
 - University Level Hockey Participation
 - District Level Football Participation.
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ACCOMPLISHMENTS

- MS-CIT, 08/2012
 - Marathi Typewriting 30, 06/2015
Maharashtra State Council of Examination - Ratnagiri
Cleared with 56.00%
 - English Typewriting 30, 06/2015
Maharashtra State Council of Examination - Ratnagiri
Cleared with 72.00%
 - Financial Accounting with Tally ERP, 02/2017
Maharashtra Knowledge Corporation Limited - Ratnagiri
Cleared with 90.00%
 - Tally ERP 9, 04/2017
College of Computer Accounting - Ratnagiri
Cleared with grade A
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