

# Pravin Vilas Doke

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📍 Pune

## SUMMARY

I am a highly motivated and ambitious recent graduate with a strong academic background in finance, eager to kickstart my career in banking. I am seeking challenging opportunities where I can fully utilize my skills, passion for finance, and problem-solving abilities to contribute to the success of a dynamic and growing organization. My goal is to exceed customer expectations, support organizational growth, and continually enhance my knowledge and expertise in the banking industry.

## WORK EXPERIENCE

### Rayna Group Pvt Ltd

2/12/2024 - Present

Account Payable Executive

Managed invoice processing, vendor payments, and reconciliations, ensuring accuracy and timely disbursements.

Reduced payment discrepancies by implementing improved verification and approval processes.

Coordinated with vendors and internal departments to resolve invoice and payment issues efficiently.

Maintained financial records and assisted in month-end closing, supporting audit and compliance requirements.

Utilized Accounting Software tally ERP 9 & prime to streamline accounts payable operations and reporting.

### PHN Techanology Pvt Ltd

1/10/2024 - 30/11/2024

Account & Procurement ( Intern)

## EDUCATION

### Bharti Vidyapith Deemed University, IMED - Pune, Maharashtra

July 2022 - July 2024

MBA (Finance & Business Analytics ) - 8.79

### Art Science & Commerce College Indapur

June 2019 - July 2022

B.COM - 75.76%

## SKILLS

Financial Modelling

Market Research

RISK Management

Advance Excel

Leadership

Problem Solving

Interpersonal Skill

Team Player

Time Management

Financial Industry

## CERTIFICATE

Workplace Communication: You Can Speak UP At Meetings

Advance Excel

MS-CIT

Tally ERP-9

Accounting Fundamentals

## LANGUAGE

1 English 2 Hindi 3 Marathi