

ACCOUNT EXECUTIVE

Personal Information

Supriya Dinkar Sutake

Date of Birth : 23/02/1997

Contact No : 7350842631

Marital Status : Unmarried

supriyastake@gmail.com

Experience

Currently work in Sathe Group (Shri Venkatesh Sharada Alliance)

Worked at Lonar Technologies Pvt Ltd (April 2023 to Sept 2023)

Worked at "Satyajeet India Enterprises Pvt. Ltd." as Account Executive
(March 2021 to Dec 2022)

Worked in "Aspen Foods Pvt. Ltd." (Chitale Bandhu Mithaiwale) as
Account Assistant (Jan 2019 to Dec 2020)

Education

Year	Degree	Board	Grade
2012	SSC	Maharashtra Board	Distinction
2014	HSC	Maharashtra Board	First Class
2018	B.com	Pune University	Second Class

Professional Skills

Work in Tally ERP9 & Tally Prime handling all day to day transaction

Knowledge of bank & ledger reconciliation & GSTR2B reconciliation

Computer proficiency in MS-Office application (Excel & word)

Follow-up bills receivable & bills payables

Working on TDS (Payments, Quaterly filling work)

Handling petty cash

Basic knowledge of PF, ESIC

Maintaining documents record & filling documents properly

Handling accounting related mails & taking valueable action on mails.
Working on Zoho Books for sales invoice booking & payment records
Bank work- (online & offline vendor payments, RTGS,NEFT)

Key Skills

Sharing knowledge & maintain good relation with colleagues
Associate to Seniors & achieving more accounting knowledge

Declaration

I hereby declare that all the above furnished information is true to the best of my knowledge. If given an opportunity I promise to give the best abilities to the organization

Thanking You.

Place: Pune