

CAREER OBJECTIVE

Motivated and detail-oriented M.Com graduate with hands-on experience in accounting, reconciliation, and financial record-keeping. Skilled in Tally ERP9, Tally Prime, and MS Excel. Seeking to leverage my accounting knowledge and analytical skills to contribute effectively to a dynamic organization.

CORE SKILLS

Accounting , Bookkeeping , Accounts Payable Receivable , Financial Reconciliation , Adaptability Problem Solving

EDUCATION

Savitribai Phule University,Pune <i>Master of Commerce(M.Com)</i>	Percentage: 74.25	Ahemednagar,Maharashtra June-2024
Savitribai Phule University,Pune <i>Bachlor of Commerce(B.Com)</i>	Percentage: 71.76	Ahemednagar, Maharashtra June-2022
Savitribai Phule University,Pune <i>HSC</i>	Percentage: 53.38	Shrigonda, Maharashtra May-2019

WORK EXPERIENCE

Vale Polymers <i>Accounts Executive</i> <ul style="list-style-type: none">• Recording purchase and sales transactions• Daily invoicing and transaction entry• Performing account reconciliations• Maintaining accurate financial records .	Pune, Maharashtra Dec, 2024 – Present,
Kankiya and Mehta Associates <i>Junior Accountant</i> <ul style="list-style-type: none">• Recorded transactions in Tally ERP9 and Tally Prime .• Performed accounting and bank reconciliations for clients.• Pr.vided clients with advice on financial and compliance matters.	Ahemednagar , Maharashtra Feb, 2023 – Mar, 2024

PROJECT WORK

Customer Satisfaction at Wasan Toyota's Car Conducted a study at Wasan Toyota's Car, Kedgaon, Nagar-Pune Highway, Ahmednagar to analyze customer satisfaction levels. The project involved collecting and interpreting customer feedback data to measure service quality and customer experience.

Computer Proficiency

MS Office Suite (Word, Excel, PowerPoint)
Advanced MS Excel
Tally ERP9 Tally Prime

Key Areas of Interest

Accounting Management
Financial Analysis