

SAHIL S. DHOTRE

CONTACT

+91 86050 73754

dhotresahil30@gmail.com

H-8/746, Shripal Hsg
Society, Gokhale Nagar
Pune 411016

EDUCATION

2024

PUNE UNIVERSITY

- Master of commerce
(Appearing)

2019 - 2022

PUNE UNIVERSITY

- Bachelor of commerce
- 69.28 %

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Marathi (Fluent)
- Hindi (Fluent)

PROFILE

To be associated with a progressive organization that provides an opportunity for a challenging and rewarding career by applying my knowledge, skills and potential in this profession. I would also like to make positive contribution towards your organization with promoting team spirit and own professional growth

WORK EXPERIENCE

National Film archives of India

Account Assistant

- I am working in NFAI (National Film Archives Of India) as account assistant. I am handling Tally Prime, PFMS(Government financial software) Tax working (GST & TDS), Making other expenses notes, Maintain Cashbook.
- Assisted with financial statement audits, liaising with external auditors and providing supporting documents. Conducted in-depth reviews to ensure accuracy and compliance. Excelled in a dynamic and Deadline driven environment.

Other courses

- ADVANCE EXCEL
- TALLY PRIME
- MS-CIT
- GST ACCOUNT ASSISTANCE
- ENGLISH TYPING - 40 WPM
- ENGLISH TYPING - 30 WPM
- MARATHI TYPING - 30 WPM
- HINDI TYPING - 30 WPM

Declaration :

I do hereby declare that the particulars of information and facts stated herein above are true, correct, and complete to the best of my knowledge and belief

Place :

Your faithfully .

Date :

(Sahil Sitaram Dhotre)