



Sayali Baravkar

About Me

Highly Motivated and hardworking individual looking for a responsible role in reputable Organization

My Contact

✉ baravkarsayali6@gmail.com

☎ 8010346664

📍 Pune, Maharashtra

Technical Skill

- SAP FICO(Account receivable, Account payable, General ledger account, APP)
- Tally ERP 9(GST, BRS, Cost center, Payroll)
- Basic computer course
- (MS Excel, Ms Word)

Soft Skill

- Decision making
- Communication
- Multi-tasking
- Willingness's To Learn

Education Background

- Maharashtra state Board
SSC
Completed in 2017
82.20%
- Maharashtra state Board
HSC
Completed in 2019
86.92%
- Savitri Bai phule University
Bachelor of Commerce
Completed in 2022
83.32%

Professional Experience

Qspiders Hadapsar Pune, Accounts Executive

2nd May, 2023 – 1st July, 2024

Key responsibilities:

- Process accounts and incoming payments in compliance with financial policies and procedures
- Perform day to day financial transaction, including verifying, classifying, computing, posting and recording 'Account receivables' data
- Prepare bills, invoices & bank deposits
- Maintaining the billing system
- Generating invoices and account statement
- Maintaining account receivable files and records
- Account Receivable Tracking
- Petty cash management
- Collection management
- Inventory management
- Tracking overdue invoices and following up on them

Languages

English
Hindi
Marathi

Declaration

I certify that the information provided in this resume is true and accurate to the best of my knowledge. I hereby declare that the details furnished above are true and correct. The information presented in this resume accurately reflects my qualifications and experience