

# PRATIKSHA SHIRISH PAWAR

ACCOUNTANT

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EMAIL | pratikshapawar12601@gmail.com  
LOCATION | Pune, INDIA  
EXPERIENCE | 1 Year

## Key Skills

- Financial Analysis
- Management
- Management Accounting

## Languages

- English

## Profile Summary

maintain all inward & outward records of entries in tally & manual Registers & Excel sheet, Payment reconciliation of customers, debit, credit notes as per formats provide. day to day expenses payments, transports LR, weight slips cash for day to day work, maintaining cash vouchers & petty cash, handling for advances management. arrangements of organizing invoices, printouts weight slips, e way bill generation, incoming & out going invoices, record's maintain.

financial reports, balance sheet, Tds, Ac payable Ac receivable, To maintain the Payment & Receipt, follow up with customer Payment. arranging & handling meetings, book keeping, ledger, journal entries, profit & loss ac, etc.

## Work Experience

### Accountant

Aaryan alloys international

01/2023 - Present

I am responsible for tally of expenses, receipts. Collecting data and maintain files in ITR and Expenses file report in excel. gst & tds tax calculate

## Internship

## Education

MBA/PGDM - Finance

2024

Pune University

B.Com - Commerce

2022

savitribai phule Pune University

**12th**  
2019

Maharashtra , Marathi  
Grade - 70-74.9%

**10th**  
2017

Maharashtra , Marathi  
Grade - 70-74.9%

## Projects

**income tax return & e filing process**  
61 Days

this project focus on ITR is a form that an individual submits to the income tax department to fill information about his income & taxes payable during that year.