

RESUME

POOJA DADASO LOKHANDE

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CAREER OBJECTIVE

A career with a progressive organization that will use my education, skills, abilities and experience, where I can effectively contribute to the organization's operation and business development in any way that best matches my skills and experience.

PERSONAL QUALITIES

- Strong believer of achieving results through Communication and Experience.
- Committed to continual learning & skill development with knowledge.
- Good Communication Skills.
- Strong Problem solving skills to resolve issue quickly and fairly.

WORK EXPERIENCE

- Company Name : SBM CONSULTANCY
- Duration :JULY 2022 To DEC 2022
- Designation : Accountant
- Data entry in tally.
- Prepare a document for GSTR1, and GSTR3B.
- Updating day to day accounting transaction in tally ERP 9 and MS Excel.
- GST Reconciliation

Working

Company Name: - Autocomp Corporation Panse Pvt. Ltd. (From 1ST January 2023)

Working with Autocomp Corporation Panse Pvt. Ltd., Mahalunge Chakan MIDC, Pune, (an Indian based, leading tier 1 automotive manufacturer catering to both Indian and global OEMs in the field of Sheet Metal & Tubular parts & Assemblies, Dies & fixtures manufacturing company) as an **Executive Accountant**.

Roles and responsibilities:

- Worked with SAP FICO system.
- Supplier Material Purchase Invoice Booking with cross check GRN and Purchase Order. If any difference in Purchase Order update PO form Purchase Department.
- Supplier Service Invoice Booking with Cross check with all approval signature and Purchase Order manual booking.
- Process Day to Day accounting entries (Debit Notes, Rate Difference, Services etc.).
- Preparation vendor payment voucher and print cheque.
- Petty Cash voucher booking with check all approval signature

- Tracking pending GRN's on daily basis and follow-up with related departments.
- Daily Clearing of Purchase GRN GL with Bill booking
- Daily work on Process rejection invoice booking through system.
- Good Experience of Purchase Bill Booking - PO Based, Cost Invoice and Import.
- Good Knowledge of Sales Invoicing.
- Preparation vendor ledger and resolve the issues, send us payment advice for transaction wise details for vendor requirement
- Vendor Reconciliation & solve reco point
- Vendor Supplimentry working checking & booking
- Customer rejection checking & booking

ACADEMIC PROJECT

Autocomp Corporation Panse Private Limited Chakan, Pune Project

Title-"A Study of Receivable Management in ACPPL"

ACADEMIC QUALIFICATION

- **M.B.A (Finance) from SVPM Collage Malegaon Baramati in year 2022 with 71.59%**
- B.com from VP College Baramati in year 2020 with 65.66%
- HSC from VP College Baramati in year 2017 with 68.46%
- SSC from New English School Dorlewadi. In year 2015 with 73.80%

HIGHLIGHTS

- Certified Course of MS-CIT.
- Excellent in communication Skills.

COMPUTER SKILLS

- Sound knowledge of operating MS Office, Excel, Tally ERP-9, SAP FICO System model etc.

PERSONAL DETAILS

- **Pooja Dadaso Lokhande**
- Date of Birth: 27/05/1999
- Gender-Female
- Language Known: English, Marathi, Hindi
- **Permanent Address: A/P- Zargadwadi, Tal- Baramati, Dist.-Pune- 413102**

DECLARATION

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date:

Yours faithfully

Place:

(POOJA DADASO LOKHANDE)

