PRITI

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CAREER OBJECTIVE

To pursue a challenging and growth oriented career in an organization that offers opportunities to learn & grow by delivering the results.

CAREER SUMMARY

* Admirable capacity to improve and maximize overall business and finance function integration through effective communication processes.
* Experienced in keeping the records of daily financial transactions and analyzing the financial aspects of organization.
* Innovator with creative skills and experiences to improve overall business processes.

TECHNICAL SKILLS

Introduction of ms office, ms excel ms access and internet ms power point

English typing 30 w.p.m

Experienced in working on Tally 9.0

KEY RESPONSIBILITIES HANDLED

Finalize the day's balance, and prepare and print management reports

Investigate and reconcile discrepancies when they occur

Day to Day controlling of bank transaction entries & various reconciliation monthly vat, tds return

Maintaining day to day purchase cash & bank book

Co-ordinate with site engineer supervisor for bill & quotation

Maintain monthly payment schedule

Finalizing the payment of Labour & suppliers

Preparing purchase order

WORK EXPEROENCE

Worked in Welspun Retail Pvt ltd as a Sr (CSA)for two years

Worked in a Sure prep India pvt ltd company as (U.S) tax return viewer

Worked in trading company as an accountant

Currently working in Sharda Builders (builders & developers) company as an accountant

ACADEMIA

Certificate course in Ms Cit.

Certificate course in diploma tally 9.0

B.com from Mumbai University

ASSETS AND STRENGTHS

Teamwork

Confidence

Self-motivation

Leadership qualities

Social Responsibility

ACTIVITES AND INTEREST

Dance

Listening music

PERSONAL DETAILS

Date of Birth: - 25.12.1989

Languages Known: - Hindi English Marathi Gujrati