R E S U M E

**PRANITA**

**PRANITA.369613@2freemail.com**

Objective

Looking for an opportunity to work in an established organization where I could implement my skills and abilities for the mutual future growth and profit.

Skills

* Data Entry. ( including Sale/ Purchase entries)
* Typing speed 40 wpm.
* Good command over handling the documents.
* Sound knowledge of computer. (MS-Office, Tally & Printing)
* Incoming & outgoing correspondence management.
* Maintaining decorum, discipline by implementing & modifying

 Policies & procedures.

* Excellent Verbal and Written Communication.
* Good coordinator.
* Expert in Billing system & Payroll system.

Work Experience

1} Company Name: Balaji Computer Services
Duration: Dec. 98 to Mar 2000

Job Profile

* Data Entry
* Responsible to check the availability of the stationary and their ordering.
* Checking the receivables with the bills.
* Responsible for managing the bill payment of clients.
* Managing Correspondence & Payroll system

2} Company Name: Shakti Chemicals
Duration: July 2001 to Oct. 2004

Job Profile

* Data Entry – Sale /Purchase entries.
* Managing Correspondence & Payroll system
* Assisting the admin manager in performing the office work.
* Responsible to check the availability of the stationary and their ordering.
* Checking the receivables with the bills.
* Responsible for managing the bill payment of purchasers.
* Responsible to get repairs of the equipment in case of not working.
* To coordinate with the departmental heads for their requirements.
* Fix up the meetings for seniors.

3} Company Name: Shirodkar Hospital
Duration: Oct. 2004 to Dec. 2005

Job Profile

* Cashier
* Handling Billing system
* Preparing Books of Accounts
* Managing Correspondence & Payroll system

4} Since Jan 2005 to till now I am working as Administrator in my family business office. We render services towards Tax, Accounts and Audit.

Job Profile

* Data Entry – mainly Sale /Purchase entries
* Responsible to submit online IT, VAT returns before due dates.
* Handling of Online Tax Payments before due dates.
* Responsible to check the availability of the stationary and their ordering.
* Checking the receivables with the bills.
* Responsible for managing the bill payment of clients.
* Managing Correspondence & Payroll system
* Responsible to get repairs the equipment in case of not working.
* To coordinate between seniors & employees.

Educational Background

* Passed 2 Years’ Office Automation Computer Diploma Course from Boston Computer Institute in the year 1998.
* Passed Marathi & English Typing Exam of 30 & 40 wpm. in 2015
* Higher secondary passed with commerce from Vikas High School in year 1988 with 62 %.

IT Skills

Good command over –

1. MS OFFICE
2. INTERNET APPLICATIONS