

RESUME

Miss. Sayali Shankar Surve

Address –At Post: Wasrang, Tal: Khalapur, Dist: Raigad, Pincode-410203

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CAREER OBJECTIVE

Looking for a challenging career which demands and gives opportunity to use the best of my professional ability in terms of technical skills and help me to enhance my current skills and knowledge.

ACADEMIC CREDENTIALS

➤ **B COM :**

From prof. K.M.C. COLLEGE, KHOPOLI, University – Mumbai (2018)

➤ **H.S.C:**

From JANATA VIDYALAYA, KHOPOLI, University – Mumbai – (2014)

➤ **S.S.C:**

From JANATA VIDYALAYA, KHOPOLI, University – Mumbai – (2012)

WORK EXPERIENCE

➤ **Organization : Desler's Combine Pvt. Ltd. Pune,**

Duration : Feb 2015 to Oct 2016

Designation : Back Office

Data Entry, Payment Sheet, Billing, Invoicing, PO, Quotations,

➤ **Organization : MPS Car Care & Services Pvt. Ltd. Pune**

Duration : Oct 2016 to Dec 2018

Designation : Accountant, Back Office,

Accounting in Tally ERP-Sales, Purchase, cash & bank
Reconciliation etc.

➤ **Organization : Rajendra Enterprises, Pune**

Duration : March 2019 to Aug 2022

Designation : Accountant, Back Office,

Quotation, Purchase Order, take care of all sales, purchase & telephonic
deal with supplier as well as consignee

Reconciliation of bank book, sundry debtors & sundry creditors.

Reconciliation of sundry debtors' ledger & follow up the

payment. Preparing the cheque NEFT & RTGS as per the client
bills.

- Organization : Ronsa Engineering Solutions Pvt. Ltd. Pune
Duration : Sep 2022 to Feb 2022
Designation : Accountant
Accounting in Tally ERP-Sales, Purchase, cash & bank Reconciliation etc.
Reconciliation of bank book, sundry debtors & sundry creditors.
Reconciliation of sundry debtors' ledger & follow up the payment.
Reconciliation of sundry creditors' ledger & preparing payment.
Tally entries of purchase & expenses on daily basis
- Organization : Gupta Enterprises
Gupta Associates
: Garg House of Welding Accessories
: Sattva Food Energy
Duration : June 2023 to Till Date
Designation : Accountant
Handling all day to day accounting function efficiently
Handling petty cash, Track loan payment.
And maintaining payment and receipts record
Reconciliation of sundry creditors' ledger & preparing payment
Tally entries of purchase & expenses on daily basis
Preparing Monthly return of GST
Maintaining report for payment made through cash flow basis.
Aging wise analysis of creditors & debtors.
Accounting in tally ERP Sales Purchase cash & bank reconciliation etc.

COMPETENCIES

- Team player & positive thinking ,Good Communication Skills
- Teamwork & Leadership
- Punctual & Hard Working
- Initiative & Creative Approach to Problem Solving

PERSONAL INFORMATION

Father's Name : Mr. Shankar Ananta Surve.
Permanent Address : At Post: Wasrang, Tal: Khalapur, Dist: Raigad, Pincode-410203
Date of Birth : 9th Jan 1996
Marital Status : Unmarried
Nationality/Religion: Indian/ Hindu-Maratha
Languages Known : English, Hindi & Marathi

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date - / /

Place –

Miss. Sayali Shankar Surve

