

Aniket Shamrao Shinde

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Address:-Room No 203 Siddhivinayak Apk Plot no 6 D Sector 5 Kopar
khairane , Navi Mumbai., 400709, India

PROFILE

Looking for an entry level position as an accounting assistance to contribute to the company's growth with my interpersonal skills and subject Knowledge. Has the core interest in learning new things with good grasping Power.

EDUCATION

- Bachelor in Accounting & Finance, Sonopant Dandekar College

PROFESSIONAL EXPERIENCE

Company Name:- Nakoda Plasto Coats Pvt Ltd

Position;- Account Assistant (March2021_Till Date)

- Accounting of Purchases & Sales in Tally.
- Assist the customer & worked at ERP Software
- Preparing the monthly Salaries of workers and distributing cheque
- Handle Petty Cash
- Make challan bill coordinate with Vendors on Phone calls, and basic Book keeping.
- Client handling- Coordinating
- Maintain Inward Outward Register & Attendance Register

PROFESSIONAL EXPERIENCE

Company Name:- Premier Solvents Pvt Ltd. Boisar

Position;-Account Assistant (June2020_Dec2020)

- Responsible for managing Transport & Outsource of material

- Preparing the monthly Salaries of workers and distributing cheque
- Handle Cash Invoice
- Make challan bill coordinate with Vendors on Phone calls, and basic Book keeping.
- Assist the customer & worked at Spectrum Software.
- Maintain Inward Outward Register & Attendance Register

PROFESSIONAL EXPERIENCE

Company Name :- Ishant Polychem. pvt ltd., Boisar.

Position;-Account Assistant (Jan2019_Mar 2020)

Responsible for managing Transport &

Outsource of material

- Preparing the monthly Salaries of workers and distributing checks
- Handle Cash & Invoice. Maintain Ledgers Book
- Make challan bill coordinate with Vendors on Phone calls, and basic Book keeping.

SKILLS

- Tally ERP with GST
- MSC_IT
- Typing course
- Good in MS Office.

HOBBIES

Playing Sports/ Travelling/ Listening Music.

I certify that above mentioned information is true to my knowledge.

Regards

Aniket Shinde

Kopar khairane, Navi Mumbai.