

RESUME

Prachi Rakesh Davande

F- 102, P – Building, Sheetal Baug Complex
Bhosari, Pune 411039.

Looking for a challenging career in an Organization which offers good career Prospects and Where I can discharge duties effectively and independently and as well as learn new things.

TECHNICAL SKILL SUMMARY

- Operating Systems : Windows 2007, Windows XP
- Internet Exposure : Internet Surfing, E-mails
- Application software : Ms-office (MS-WORD, EXCEL)
- Accounting Software : Tally 9 ERP

WORK EXPERIENCE:

- Worked with **Universal High School** as office Executive Since October 2018 to April 2019.

- **JOB PROFILE**

- Operating Tally Erp 9, Day to day preparing Purchase order on Tally.
- Follow up with vendor for material and Invoices.
- Preparing outstanding statement
- Mail to Customer
- Vendor's Payment
- Preparing proforma invoice.
- Checking vendor's Invoice against purchase Orders.
- Preparing Estimations.

WORK EXPERIENCE:

- Worked with **Infiniti Digitech Pvt. Ltd.** in accounts department as Accounts Assistance Since October 2015 to May 2018.
- **JOB PROFILE:**
 - Operating Tally Erp 9, Day to day Purchase & Sales, Receipt & Payment entry
 - Day to day Bank Account Reconciliation,
 - Preparing cheques, Vouchers, Handling Petty Cash,
 - Preparing Salary Statement & Making payment of salary,
 - Preparing NEFT, RTGS & Other Banking Transactions,
 - Day to day entry of expense vouchers
 - Preparing proforma invoice.
 - Preparing Sale Tax Invoice
 - Cheques Depositing, Handling
 - preparing Cheques & Vouchers
 - Preparing statement of GSTR 3B
 - Mail to Customer
 - Vendor's Payment
- Worked As Admin -
 - Preparing Quotation & AMC Quotation.
 - Preparing Purchase Order.
 - Preparing Delivery Challan

PERSONAL DETAILS:

- DATE OF BIRTH : 29-8-1992
- NATIONALITY : Indian
- MARITAL STATUS : Married
- SEX : Female
- HOBBIES : Reading, Music, Net Surfing
- LANGAUGE KNOWN : English, Hindi, Marathi,
- Email ID. : Prachimenge34@gmail.com
- MOBILE No. : 9920392942
- ADDRESS : F-102,P-Building, Sheetal Baug Complex, Bhosari, Pune 411039.

Educational Qualification

| Examination | Board/University | Year of Passing | % Class |
|--------------------|-------------------------|------------------------|----------------------|
| S.S. C | Maharashtra Board | In 2008-2009 | 76% With First Class |
| H. S.C | Maharashtra Board | In 2010-2011 | 62% with First Class |
| T. Y. B.com. | Mumbai University | In 2012-2013 | 62% With First Class |

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Pune

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