

RESUME

AAKANKSHA PHATARPEKAR

A-101 Shah Complex-II,
Palm Beach Road, sec-13,
Sanpada - Vashi,
Navi-Mumbai – 400705

Personal Information

Name : Aakanksha Abhay Phatarpekar
Date of Birth : 28th March 1992
Gender : Female
Nationality : Indian
Marital status : Single
Contact no. : 9222011939
E-mail ID : aakankshap_2803@yahoo.com
Languages Known : English, Hindi, Marathi and Konkani

Educational Qualifications

- Passed out T.Y.BMS Examination in APR-2012 with specialization in Special studies in finance and Investment analysis & Portfolio Management.
- Passed out HSC Examination from Maharashtra Board in the year FEB-2009.
- Passed out SSC Examination from Maharashtra Board in the year MARCH-2007

Computer Knowledge

- MS Office
 - Tally ERP 9
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Work Experience

1. Worked as **Account Assistant in Rajkumar Offset Printers Pvt. Ltd.** for 6 months, since May till October 2012.
 - Prepare Excise Sales & Regular Sales Invoice.
 - Maintain cash expenses entry in excel sheet.
 - Maintain Sales & Purchase Order filing.
 - Daily Mail correspondence.
2. Worked at **Natural Art's** as Account assistant for 6 months, since November 2012 to April 2013.
 - Prepare Sales & Purchase Invoice in Tally.
 - Maintain Cash & Bank entry in Tally, Bank Reconciliation, and Monthly Outstanding Debtors Statement.
3. Currently working at **Lubritech Engineering Pvt. Ltd.** & it's 2 Sister Company as Account assistant since February 2014
 - Maintain Sales, Purchase, Cash & Bank data in Excel.
 - Collect 'C' Form, 'H' Form, 'E1' & 'E2' Form.
 - Maintain attendance Sheet of Staff & prepare salary.
 - Maintain Cash & Bank entry in Tally, Bank Reconciliation.
 - Day to Day correspondence of mail on outlook.
 - Send Quotation as per data given.
 - Prepare GST Sales & Purchase Invoice, CN & DN in Tally.
 - Preparing E Way Bill for Transportation.
 - Reconciliation of GSTR2 Data from portal and Tally.
 - Maintain Stock data in Tally.
 - Prepare GST Data for monthly Returns.

Remuneration: Rs. 25,000/- PM

Date: 01/04/2019

Place: Navi Mumbai

(Aakanksha A Phatarpekar)