

# CURRICULUM VITAE

## **ASHWINI PRASHANT GUNJAL**

Local Address: Amrutnagar, Ghatkopar (West), Mumbai – 400086.

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## **Career Objective**

Seeking a learning, challenging & progressive career in a reputed company which could provide me with sufficient opportunities to apply my academic knowledge for achieving organizational goal & as well as my personal enrichment.

## **Academic Qualifications**

Course /Degree	Board	Year	Grade
<b>Bachelor of Commerce in Accounting &amp; Finance</b>	University of Mumbai	Mar-2013	Pass
<b>H S C</b>	Maharashtra State Board	Feb – 2009	Pass
<b>S S C</b>	Maharashtra State Board	Mar -2007	Pass

## **Computer Knowledge**

- ✓ Well versed with Microsoft Office (Word, Excel)
- ✓ Accounting Technologies with Advance accounting features Tally ERP 9 & Ramco Software.
- ✓ E-mail, Internet Surfing
- ✓ Spine

## **Professional Skills**

- ✓ Highly organized, and be able to work positively and constructively within the pressurized environment
- ✓ Can work under the tough deadline
- ✓ Skills for data entry and excellent knowledge of excel
- ✓ Possessing moral values, trustworthy and professional approach & efficient in multitasking and goal oriented

## Work Experience

### PODAR EDUCATION NETWORK (School)

Designation: Accounts Executive

(May 2019 to Sep 2020)

- ✓ Ledger scrutiny of debtors & creditors of various different types of Accounts.
- ✓ Responsible for updating account records and book keeping.
- ✓ Accounting sales and purchase ledgers duties, cash Flow statement & School Fees Entries
- ✓ Preparation of accounts payables and receivables.
- ✓ Handling Cash Accounting/salaries/petty cash
- ✓ Bank Reconciliation.
- ✓ Handling full accounts of company on spine & monthly scrutiny of all the physical docs and of software entries.
- ✓ Day to day bank work & co-ordination.
- ✓ Import paper work pertaining to client payments along with ledger co-ordination.
- ✓ Drafting & mailing letters.

### SAHYOG HOMES LTD

Designation: Account Assistant

(August 2016 to APR 19)

- ✓ Preparing records of financial information.
- ✓ Responsible for updating account records and book keeping.
- ✓ Handling database of the Company Business.
- ✓ Book keeping of sales, purchase, expenses, etc.
- ✓ Bank Reconciliation.
- ✓ Accounting sales and purchase ledgers duties, cash book
- ✓ Preparation of accounts payables and receivables.
- ✓ Drafting & mailing letters.

### Personal Details

Date of Birth	:	15 <sup>th</sup> Sept 1991
Sex	:	Female
Hobbies	:	Listening Music, Travelling & Dancing.
Languages known	:	English, Marathi, Hindi
Marital Status	:	Married

I hope that my qualification & skills would meet your requirement and I would be provided to serve your prestigious organization.

Place: Mumbai

Ashwini Gunjal.

