



# SALONI KANDU

Address:- Sanjay Nagar, cama estate, bhoomi bldg. 11<sup>th</sup> floor, 1102, Goregaon East -400063

Phone:- 8591093149

Email ·salonikandu8@gmail.com

“Experience Accounting Assistant with 1 year of experience in financial analysis. Accounts receivable/ payable, bookkeeping etc.”

## EXPERIENCE

DATES FROM – 14-DEC-2023 TO 14-DEC-2024

**JOB TITLE,:- ACCOUNTANT ASSISTANT.**

4Archs Project Pvt Ltd.

- Managed the accounts payable and accounts receivable processes for small business.
- Prepared financial statements and reports. Such as balance sheets and income statement.
- Reviewed and processed invoices for payment.
- Processing of PO and NON-PO invoices in excel.
- Preparing weekly and monthly reports.
- Email work.
- Maintaining attendance records and preparing salary for employee every month.
- Making sales order and sales invoices in excel.
- Maintaining sale purchase and other record.
- Preparation of voucher and cheques.

## EEDUCATION

2024-25 (PURSUING TYBCOM)

2023-24

SY BCOM (VIVEK COLLEGE OF COMMERCE)

2021-2022

HSC (M.T.S COLLEGE )

2019-2020

S.S.C ( SAMATA HINDI VIDYALAYA)

## COMPUTER PROFICIENCY

➤ BASIC OF COMPUTER KNOLEDGE

➤ MS-EXCEL

- DIPLOMA IN D.F.A
- MS- WORLD
- MS-POWERPOINT

- TALLY OPERATING
- TALLY PRIME WITH GST
- ADVANCE EXCEL

## **SKILLS**

- LEADERSHIP
- PUNCTUALITY
- HARDWORKING
- RESPONSIBLE

## **PROFESSIONAL DETAILS**

DATE OF BIRTH:- 24/04/2004

GENDER:- FEMALE

MARITAL STATUS:- SINGLE

LANGUAGE KNOWN:- ENGLISH, HINDI, AND MARATHI

NATIONALITY:- INDIAN

HOBBIES:- READING, WRITING, KABBADI, AND BEAUTICIAN