**Rock**

**Bholenath Chowk, Pune 411048**

**7972164759**

**Rock12345@gmail.com**

# CAREER OBJECTIVE

Accountant assistant with 3 years of experience managing business office functions and providing executive level support to principal and clients. Seeking to apply much detailed oriented talents and adaptable personality to fulfil the company's need.

# EDUCATION

**Roseland English Medium School** 2013

SSC

**Roseland junior college** 2015

HSC

# EXPERIENCE

**Sangam Petroleum-Present** 2017

**Accountant Assistant and field works.**

* Efficiently organized management system for financial records, combed through all financial documents and ensured accuracy of invoices ,full cycle accounts payable and monthly bank reconciliation.
* Assists in maintaining all accounts payable reports, spreadsheets and accounts payable files.
* Tasked with overseeing the cutting and posting of checks to the check register, voiding checks, processing expense payments.

# SKILLS

* Word excel, Microsoft word, Effective and efficient supervisory, ability to handle multiple tasks and highly organized with excellent time management.
* Accounts receivable/payable
* Invoicing and payments
* Bank reconciliation
* Financial statement analysis
* Daily handling mails.

# CORE STRENGTHS

* Good Interpersonal, highly motivated and enthusiastic and capable of working on own initiative.
* Account Management
* Financial Statements and Bookkeeping
* Business Communication

# PERSONAL PROFILE

* Date of Birth : 28/03/1997
* Marital Status : Single
* Nationality : Indian
* Known Languages : English, Hindi, Marathi
* Hobby : Listening to music ,sports

# DECLARATION

I hereby declare that all the particulars furnished by me are in this application are true correct and complete to the best of my knowledge and belief.

Date :

Place : Pune

**ROCK**