

## **SANYOGEETA PRASAD**

**E-Mail:** [ysanyukta370@gmail.com](mailto:ysanyukta370@gmail.com)

**Mobile:** +91-8898885561

### **OBJECTIVE**

To seek challenging career in Accounting and Credit Control to join a progressive organization that effectively utilizes my skills in executing projects and be a part in achieving its goals and objectives.

### **EDUCATION**

- **Bachelor of Management Study** from Mumbai University in 2018.
- **Higher School Certificate** from Maharashtra State Board in 2014.
- **Secondary School Certificate** from Maharashtra State Board in 2012.

**Package** : Microsoft Office, Spectrum ,Tally ERP9 , Tally ERP Prime.

**Operating System** : Excel , Window Vista, Windows 7 and later.

### **WORK EXPERIENCE**

#### **1) R Nandlal Sons Private Limited**

Joined as an **Accountant** Core Responsibility are accounting process from **7th Sep 2023 to Till date.**

#### **Roles and Responsibilities.**

- Entries in Tally
- Checking personal Bank accounts of Directors
- Bank reconciliation in Tally
- Checking and Booking of Mutual Funds, Shares and IPO's
- Clearing & Forwarding, Transport entries in Spectrum software
- Receivable and Payable entries in Spectrum Software

## **2) HARISH TRADING CORPORATION**

Joined as an **Accountant and Payment Co-Ordinators** Core Responsibility are accounting process from **1st August 2019 to 31<sup>st</sup> August 2023.**

### **Roles and Responsibilities.**

- Managing all Branch accounts.
- Making SO (Sales order) and PO (purchase order) invoice in Spectrum
- Making **E-way** bills on GST portal.
- Maintaining petty cash book for office expenses.
- Followed up Credit Control by client. Maintaining Contact with clients to ensure invoices are clear for payments
- Timely and effective collection of all debts to customer's payments and Negotiating Re-payments plans.
- Producing monthly Aged Debtors Report
- Receipting allocation and reconciliation of payments to customer's accounts
- Resolving Customer Queries or issues. And making outstanding report on Excel sheet.
- Highlighting problem Customers to the director.
- Understanding of the end to end Accounts Receivable process.
- Maintained Debtors Outstanding Report & Creditors Outstanding report.
- Working on Excel, like maintaining a day to day work sheet for Calling and E-mails to resolved the queries.
- Setting credit limits and also solved problems regarding incorrect payments.
- Reconciliation of accounts receivable ledger and also knowledge of BRS.

## **3) AADESHWAR ENTERPRISES.**

Joined as an **Accountant Executive And Back Office**, Core Responsibility are documentations and accounting process from May **2017 to 15th may 2018**

### **Roles and Responsibilities.**

- Generating invoice for purchase (Po) and sales.
- Making an Entry of purchase and sales invoice in **Tally ERP9.**
- Handling the GST Billings and also making an entry in Tally for the same.
- Creating a Ledger Account on the basis of Sales and Purchase entry.

- Working on Excel, like maintaining a day to day work sheet for the billing entry.
- Also mailing the Bill Quotation of Purchase Order to the Customers.
- Making an entry of Bank Statement in Tally on monthly basis.
- Maintaining files of important documents.
- Also clearing a GSTR-1, GSTR-2,GSTR-3B return files monthly basis.
- Making Cheque and printing all the Details.
- Making online E-WAY bills , and Bank Statement .
- Also knowledge of Bank Reconciliation.

### **PERSONAL DETAILS**

Permanent Address : Shiv Shankar nagar, Room no.224, Salt Pan Road, Wadala East,  
Mumbai - 400037

Date Of Birth : 27<sup>th</sup> December 1997

Language Known : English, Hindi, Marathi

### **DECLARATION**

hereby declare that all the above information provided is true to my belief and knowledge.

Place : Mumbai

(SANYOGEETA PRASAD )