

Shrutika Mane

" Account intern (Process executive) "

shrutikamane1999@gmail.com

7773992362

Current Designation: Process Executive

Current Company: Viraj Co. pvt Ltd.

Current Location: Pune

Pref. Location: Pune

Functional Area: Finance & Accounting

Role: Finance - Other

Industry: Insurance

Total Experience: 0 Year(s) 7 Month(s)

Annual Salary: Rs 2 Lakhs

Expected CTC: Not Mentioned

Highest Degree: MBA/PGDM

Notice period: 15 Days or less

Key Skills: Data Analysis, Data Collection, Report Builder, collaborate for smooth payment workflow, verify record, Journal Entries, Review, External Audit, Reporting, Process Audit, Analysis, Auditing, process Executive

Work Experience

Viraj Co. pvt Ltd. (Current Employer)
Process Executive | Apr 2024

Financial data analysis: Collect, analyze, and compile financial data
Financial statement preparation: Calculate and compile financial statements
Business meeting attendance: Attend business meetings related to financial matters
Market research: Conduct market research
Financial model creation: Create financial models
Report Building
Data collection and analysis
Verify Record
Maintained payment Record, documents
Notice Period : 15 Days or less

Education

Post Graduates (Others)
MBA/PGDM (Finance)
Pune Institute of Business Management, Pune | in 2023

Undergraduates (Others)
BCA (Computers)
Shivaji University, Maharashtra | in 2020

IT Skills

No IT Skills added

Language Known

Language	Proficiency	Read	Write	Speak
English	Expert	Yes	Yes	Yes

Projects

No Projects Added

Other Details

Personal Detail

Date of Birth: 31 Oct 1999
Gender: Female
Marital Status: Single/unmarried

Address:

Pune kharadi 415311
Home Town: SANGLI

Desired Job Details

Job Type: Permanent/Temporary/Contractual
Employment Status: Full Time

Work Authorization

US Work Status: US Citizen
Countries: India

Affirmative Action

Category: General
Physically Challenged: No