

Resume

Shendre Chetan Siddharam

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Career Summary

- Strong knowledge of Tally and Other Accounting Software.
- 6 Years of Worked Experience in Accounting.
- Looking for a challenging position in a well known organization where I can Contribute my experience and show the required skills for the job of Accountant.

Worked Experience

- Tallying cash on Daily Basis.
- Receipt and Payments.
- Preparation Bank Reconciliation Statement on monthly basis.
- Booking Indirect Expense Like Telephone bills, water bills etc.
- Generating Monthly Sales Report.
- Journal Voucher.
- Checking Outstanding Report on Regular Basis
- Entire Report Sending To Team Leader on a Daily Basis like collection.
- Raising Invoice.
- Preparation of Salaries.
- Preparation of Voucher Payment.
- Maintaining all records like sale, vouchers, bank statement in proper order
- Maintaining track record of company's expenses.

Organization:Sumaya flexipack llp

Position : Sr.Accountant

Current : Since June-2021

Current Salary :25000/-

Educational Credentials

- B.Com from Gujarat University in 2017 with 53% marks.

Computer Knowledge

- MS office, Tally, Reckon, Busy Accounting Software.

Certifications

- Certification course in Tally.

Personal Qualities

- Strong Communication Skills.
- Presentation Skills.
- Motivation.
- Hard Working & Self Confident.
- Flexible By Nature.
- Punctual and quick learner.

Personal Details

Date of Birth: 1st August,1993

Languages known : English , Hindi , Gujarati , Marathi,

Marital Status: Married

Hobbies: Cricket

Address : 111, Laxminarayan Society, Hirawadi, Ahmedabad.