

**Pallavi Joshi**

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## **Objective**

To utilize my knowledge and skills in tackling practical situations in the workplace and to pursue challenging position in a prestigious organization which gives vast exposure and to grow and evolve in a proactive environment that provides scope for learning innovative techniques from reputed professionals.

## **Key Skills**

- Strong knowledge on Accounting concepts
- Working on Tally and Salesforce Software.
- Knowledge on Ledger and Trial Balances.
- Good at Excel
- Having experience in Purchase and Accounts Department.

## **Career Summary**

Having 2 years of experience in the field of Purchase and Accounts Department.

- Working as Purchase Assistant in Matrix Security and Surveillance Pvt. Ltd since July 2018.

## **Experience Summary**

**Organization: Matrix Security and Surveillance Pvt. Ltd**

**Duration:** July 2018 to till date

**Designation: Purchase Assistant.**

### **Roles and responsibilities:**

- Receiving Indents
- Find Description of need
- Selection of supply
- Receiving Quotation
- Placing Order / Preparing Purchase orders.
- Making Delivery on time by following up
- Verification of Invoices
- Incoming Material, Maintaining Purchase records and files
- Purchase and receipts entries , Stock Maintenance in Salesforce Software
- Sending Mails and Acknowledgements Fall up.
- Coordinate with Team Leaders for Stock Indent Purpose.
- Preparing Delivery Challan.
- Leger Entries in Tally.
- Maintaining Books of Accounts of Affiliated Companies.
- Monthly MIS Prepared
- Monthly Salaries Prepared & Processed.
- Preparing TPD (Third party Damage) Quotations, Letters etc.. Payments of Electricity bills, taking up service calls, Maintaining the Service Department .

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<b>Education qualifications</b>		
<b>Course</b>	<b>Board/university</b>	<b>Year</b>
SSC	Board of Secondary Education	March 2010
Intermediate	Board of Intermediate	March 2012
B. COM (Computers)	Government Degree College	March 2015
MBA (Finance)	(GRIET) GokarajuRangaraju Institution of Engineering and Technology	March 2017

**Strengths:**

- Optimistic person
- Problem solving
- Adaptive to any kind of environment
- Positive thinking
- Easily mingle with others

**Skill Set:**

Operating systems	Microsoft Windows XP, Microsoft Windows 7
Application packages	Ms-excel, Ms-word,
ERP	Tally ERP9, Salesforce Software

**Personal Profile:**

Name : Pallavi Joshi  
Fathers name : Ramesh Joshi  
Date Of Birth : 15.7.1995  
Nationality : Indian.  
Languages known : English, Hindi, Telugu, Marathi.  
Marital Status : Married.

**Declaration:**

I hereby declare that the information stated above is Correct and complete to my Knowledge. I am solely responsible for it.

J Pallavi