

## RENUKA SANTOSH SAWANT.

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75/77 DingorkarChwal,G.kMarg,Room no.3/B,  
Lower Parel,Mumbai-400013.

☎ 08454072494

renusawant63@gmail.com

### OBJECTIVE:

To work in a globally competitive environment on challenging assignments that shall yield the twin benefits of the job satisfaction and a steady-paced professional growth.

### EDUCATIONAL QUALIFICATION:

⇒ M.COM

⇒ Institute : NSS COLLEGE COMMERS AND ECONOMICS

⇒ University : Mumbai.

⇒ Year : 2017-2018

⇒ T.Y.B.COM

⇒ Institute : NSS COLLEGE COMMERS AND ECONOMICS

⇒ University: Mumbai.

⇒ Year : 2015-2016

⇒ HIGHER SECONDORY CERTIFICATE (HSC)

⇒ Institute : SHARDA JR COLLEGE

⇒ Board : Maharashtra

⇒ Year : 2010-2011

⇒ SECONDORY SCHOOL CERTIFICATE (SSC)

⇒ School : MHATMA JYOTIBA PHULE KANYA SCHOOL (I.E.S)

⇒ Board : Maharashtra

⇒ Year : 2009-2010

## COMPUTER PROFICIENCY

Microsoft Office (MS-CIT), Advance Excel, Outlook, Tally-ERP 9, Internet Surfing and Email Composing.

## PROFESSIONAL EXPERIENCE

### Three Rose Services (CHA Firm)

Accounts Assistant – 6<sup>th</sup> July 2018 to Till date

- ⇒ Preparing Tax Invoice. (As per Quotation & Reimburse attachment)
- ⇒ Ensuring timely Entry of Banking Data into Accounting System.
- ⇒ Participate in Monthly Maintain Bank Reconciliation.
- ⇒ Updating Entries of Sales & Purchase.
- ⇒ Solve the Vendors Quires related Tax Invoice.
- ⇒ Maintain Account Receivable & Payable.
- ⇒ Prepare Purchase Order Tax Invoice.
- ⇒ Maintain day to day Admin Work. Inward & Outward maintain Courier.
- ⇒ Gstr-1 data checking.

## PERSONAL INFORMATION:

Date of Birth : March 1, 1994

Marital Status : Single

Contact Number : 08454072494/9137470073

Languages Known : English, Hindi, and Marathi.

I hereby declare that the information that I have furnished is authentic, and true to the best of my knowledge.

Date:  
Place: Mumbai.

RenukaSawant

