

# **RENUKA SANTOSH SAWANT.**

---

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

◆ 08454072494  
[renusawant63@gmail.com](mailto: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

⇒ SECONDARY 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.

Renuka Sawant

