

RESUME

Mrs. Sujata H. Mavkar

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Objectives:-

To work harder, dedicate myself, learn new aspects, develop new work.

Educational Details:-

| Qualification | Year | University/Board | Class |
|---------------|------|------------------|--------|
| M. COM. | 2015 | Pune | Second |
| B. COM. | 2013 | Pune | Second |
| H. S. C | 2010 | Pune | First |
| S.S.C | 2008 | Pune | First |

Experience Summary:-

- Presently working as a JSA (DEO) in Kendriya Vidyalaya, ONGC, Panvel.
- Worked as an Accountant in Vishwaniketan's Institute of Management Entrepreneurship and Engineering Technology, Khalapur, from June 2018 to June 2019. **(1 Year)**
- Worked as an Accountant in Saideep Enterprises, Mohopada, Khalapur from July 2017 to June 2018 **(1 Year)**. (Labour Contractor).
- Worked as an Accountant cum Computer Operator in Mamta Electricals, Bhosari, Pune (Supplier of Electrical Material) from July 2013- March 2017 **(4 Year)**.
- Worked as an Accountant cum Computer Operator in Rohit Enterprises, Bhosari, Pune (Traders of industrial, Hardware, Electrical, Stationary Material) From April 2011 to December 2012 **(2 Years)**.

Technical Skill:-

- MS-CIT.
- Well versed in CCFA that includes MS word, MS PowerPoint & Tally 9.0 & 7.2.
- Well versed in internet operations.
- Good computer operating skills.
- Tally ERP.

Accounts Related Activities:-

- Prepared Quotations of various materials as per company requirement.
- Responsible for the training of new joiners.
- Prepared Sales bills, Purchase bills and payment, receipt and journal entries through tally software.
- To maintain the petty cash of the staff.
- Prepared outstanding of customer and Follow up for payment collection.
- Prepared Debit / Credit Memo if any for supplier or customer.
- Prepared monthly Bank Reconciliation statements.
- Prepared Supplier Payable List, Supplier Payment Process.
- Prepared details for statutory filing i.e. V.A.T.
- Prepared salary sheet of staffs.
- To keep record of Transport Department. (Manually and in software)
- In emergency worked as Cashier. (Collection of fees, deposit of cash in bank, making payments, clearance of advances, bills etc.)
- Worked in ERP software.

Personal Details:-

- Date of Birth : 27th Nov. 1992.
- Nationality : Indian.
- Gender : Female.
- Language : Marathi, Hindi, English. .
- Marital Status : Married.
- Hobbies : Reading, Listening Music.
- Address : Vasant Kunj Society, Flat No.02, Rees, Post- Mohopada, Tal. Khalapur, Dist. Raigad, Pin-410222.

Yours faithfully,



(Sujata H. Mavkar)