

# **CURRICULAM VITAE**

## **DISHA DINESH HIRDEKAR**

Permanent Address- At Nadvali, Post- Devkhane, Tel- Roha, Dist- Raigad, PIN-402304, Maharashtra.

Email ID :- [lilavatim@gmail.com](mailto:lilavatim@gmail.com) Mobile : +91 9619514649.

To work for an organization which will help in value addition and serve as a springboard to move ahead in my career by providing me interesting career opportunities and harness the best of my caliber.

### **AREAS OF EXPERTISE**

- Costing of product
- Handling Stock of finish good and raw material.
- Purchase and sales bill.

### **COMPUTER PROFICIENCY**

- Well versed computer basic, internet, operating system.
- Tally advance.

### **PROFESSIONAL EXPERIENCE**

- Worked in A TO Z Real Estate office as a office assistance since September 2009 to August 2011.

- Worked in **LASER TELESYSTEMS PVT LTD Panasonic** authorize center. In Annual Maintenance Contract department (AMC for EPABX System, LCD Projectors, Video-conferencing, Creston, Polycom **Sound Station, Fax, Printer, Copier Machines Etc.) As a Sales Co-ordinator since** November 2011 To 31<sup>st</sup> August 2012.

- **JOB EXPERIENCE.**

- **Renew the existing AMC Customers & Warranty customer into AMC. Provide the proper service for them by arranging engineers.** Updating the Agreements with distributors. **Preparing Quotations / Purchase Order & Performa Invoice.** Co-Ordinates with the **Dealers & Service Providers** for the Customer Support & Provide the proper service to the Customer. Maintain all job sheets (service reports) for the customer service record. **Follow up for New orders** of AMC as well other requirements. Preparing Quotations & Proforma invoice for same & getting it approval.
- **Making Monthly reports & submitting in month end to Director.**
- **Payment follow-ups** /Follow up the TDS Certificate, clear outstanding, Coordinating with Finance dept for DD / Cheques / Bank Guaranty / NEFT Payments. Sending invoices& Quotations by mails / couriers, typing correspondence.
- **Tender** Tender documents preparation & submit. Coordinating with distributors for documents requirement for Tender. Taking confirmation from customers for submitting Tender.

- **WORKED:-**

As Account assistance in " SAIGO" Interior and furniture design office from December 2012 to April 2019.

- **Nature of Work**

- Handling of Purchase bill, sales bill, labour contractor bill, salaries all office expense, and payment entry in tally.
- Checking of labour contractor and vendors bills and approval .

- Handling of Petty Cash, Stock of finish good as well as Manual Stock book of raw material.
- Bank Reconciliation Statement.
- Calculation and payment of Salaries, Profession Tax and Sales tax, labour contractor and vendors and office bills.
- 'C'- form follow-ups.
- Making quotation and sales bill,
- Payment follow-ups - outstanding, / NEFT and RTGS Payments. Sending invoices & Quotations by mails.
- costing of product, Tally ERP-9,
- Papering data for income Tax.

➤ Worked :- In **Pooja Diam LLP** As Account assistance from 5<sup>th</sup> April 2021 to 30<sup>th</sup> sept 2021

- Handling all kind of expense bill, export and import related bills.
- Making payment by NEFT/RTGS update in tally.
- Update day to day sales and Purchase bill in Excel.
- Update Export rate.
- Submit collection letter with supporting document in Bank.

Currently Working: - In **Nityanand Infrastructure LTD** As an Account Assistant

- Preparing Tax Invoice with Annexure sheet and Entering in tally for the same
- Sending Invoice to Client by mail as well as courier,
- Maintaining purchase Bill book in Tally as well as google sheet
- Making Petty cash voucher entries in Tally.
- Bank Reconciliation Statement.

## **EDUCATIONAL QUALIFICATIONS**

- B.Com in Financial Management and Accounting from Mumbai university in 2007.
- H.S.C. from Maharashtra State Board in 2004.
- SSC from Maharashtra State Board in 2002.

Course	Institute /Affiliating Board /University	Year of passing
B.Com	Mumbai University	2007
H.S.C Commerce	Maharashtra State Board	2004
S.S.C	Maharashtra State Board	2002

## **CERTIFICATION AND EXTRA CURRICULAR ACTIVITIES.**

- MS- CIT
- Tally ERP-9,

## **PERSONAL DETAILS**

Date of Birth - 4<sup>th</sup> September, 1986

Languages Know – English , Hindi and Marathi

Locations preferred – Mumbai

Hobbies and Interest – reading book and Listening Music.

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(Disha Hirdekar )