

SHRADHHA LOKESH ANYAL
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412105

Dependable Accounts Assistant acknowledged for reliability, integrity and quick-learning ability. Highly skilled in **book-keeping, cash handling & Auditing** with eye for identifying and correcting errors. Dedicated with strong work ethic and resourceful nature.

EDUCATIONAL QUALIFICATION:-

- T.Y B.COM From Mumbai University with (66.42%) 2015-16 (Commerce)
- Maharashtra Higher School Secondary Board (H.S.C.) (66 %) 2012-13 (Commerce)
- Maharashtra State School Secondary Board (S.S.C.) (71.82 %) 2010-11
- Currently Pursuing SAP S/4 Hana FICO course

PROFESSIONAL EXPERIENCE:

MEDICOVER HOSPITAL

Internal Auditor

- Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc.
- Ensure that the organization is complying with relevant laws and statutes
- Evaluating policies and procedures for compliance with federal and state laws, regulations, and accreditation standards
- Reviewing medical records to ensure that all documentation is complete, accurate and consistent with treatment plans
- Reviewing patient records for accuracy and completeness
- Identifying errors in patient billing or insurance claims processing
- Quarterly Stock Audit

PAUL STRIPS AND TUBES PVT LTD

ACCOUNTS ASSISTANT (22nd December 2021 to 31st March 2023)

- Reviewed figures, postings and documents for correct entry, completeness and accuracy.
- Organized data into multiple spreadsheets to streamline data.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements and statements.
- Used accounting software to prepare weekly and monthly financial reports.

PRATHAMYASH BUILDERS

ACCOUNTS ASSISTANT (19th February 2021 to 18th December 2021)

- Used advanced software to prepare documents, reports and presentations.
- Documented sales, customer interactions and concerns and generated update reports for senior management.
- Validated and recorded invoices and resolved discrepancies with vendors.
- Prepared and mailed account statements to vendors and kept meticulous correspondence documentation.

CASABLANCA APPARELS PVT LTD
ACCOUNTS ASSISTANT (12th July 2019.to 22nd March 2020)

- Entered customer order details into system, accepted payments and updated accounts.
- Provided friendly service and assistance to clients promote customer loyalty, satisfaction and sales.
- Tallied cash drawer at beginning and end of each work shift.

HARMONY LAMINATES
ACCOUNTS ASSISTANT (15TH JULY .2017 TO13THAPRIL 2019)

- Prepared itemized statements, bills or invoices and recorded amounts due for items purchased or services rendered.
- Reconciled and corrected issues with financial records.
- Identified accounting errors when cross-referencing documents and database information.
- Calculated deductions and processed payroll for employees.
- Completed payroll for employees and maintained detailed records of procedures.

KHARWANDIKAR & POTFODE (CHARTERED ACCOUNTANTS)
ACCOUNTS ASSISTANT (01st June 2016 to 13th July 2017)

- Consulted with clients to assess and mitigate future tax liabilities and determine eligibility for tax abatement.
- Conducted reviews of internal tax documentation, reducing errors related to missed tax benefits. Offered clients recommendations to reduce tax liabilities.
- Completed and filed returns with tax departments at local, state and federal levels.

Skills

- Course Of Tally ERP 9.0
- Invoicing and collections
- Payroll Processing
- Account Reconciliation
- Bookkeeping
- Cash Handling
- Payment collection
- Records Maintenance

HOBBIES & INTEREST:-

- COOKING, DANCING, LISTENING SONGS, READING BOOKS

PERSONAL DETAILS

Date of Birth	19.11.1995
Marital Status	Married
Languages Known	English, Hindi & Marathi

I hereby declare that the above Information given is true as to my knowledge

Place: Pune

Date: SHRADDHA ANYAL