

SARIKA HAITAKE

CONTACT – 702 8643 668

EMAIL - haitakesarika@gmail.com

ADDRESS - Gulmohar Colony, Near Jagtap Estate, Pimple Gurav Pune - 411027.

OBJECTIVE

Seeking the role in Payroll analyst in an esteemed organization. Self-motivated individual with exceptional analytical and quantitative skills and an ability to drive the company's finances with a good team.

WORK EXPERIENCE / INTERNSHIPS

OM GRAMINYA INSTITUTE FOR EDUCATION EXCELLENCE (Finance intern) (May-November -2024)

- Assist with month-end financial reports.
- Support the payment processing team.
- Help with accounts receivable, payable and bank statement reconciliation.
- Work with the finance team on yearly forecasting efforts.

PROJECTS

- A Study Project Financing at Deeksha infosystems Private limited Pune. An enthusiastic Accounting Intern with strong analytical and problem-solving skills.
- Creating a black book on Accounts payable and its verification process to understand the concept of accounts payable, study of accounts payable.
- Prepare a Powerpoint presentation on Accounts payable.

EDUCATION

- **Modern college of Science, commerce and Arts Ganeshkhind Pune** Jun 2019-Aug 2022
Bachelors of Commerce (BCOM) Minor in Business Entrepreneurship “grade A”
- **Modern college of Science ,commerce and Arts Ganeshkhind Pune** Aug 2017-Mar 2017
Hsc (12th) Marks - 63.08%
- **Maharashtra State Board (SSC)** Marks 77% Jun 2016 – Mar 2017

SOFT SKILLS

- Strong Analytical Problem – Solving abilities.
- Time Management and multitasking abilities.
- Excellent communication skill.
- Flexibility & Teamwork

TECHNICAL SKILLS

- MS Office suite (MS Word , Excel , PowerPoint)
- Tally ERP. 9

CERTIFICATION COURSE

- Fundamental of Full Stack Development.
- Maharashtra State Certificate in Information Technology (MSCIT).
- English Typing 40.
- Advance Excel

ADDITIONAL INFORMATION

- Languages – English , Marathi , Hindi

PERSONAL INFORMATION

- Father's Name :- Venkat
- Date of Birth :- 23/04/2002
- Gender :- Female
- Material Status : - Single

Declaration

I hereby declare that the above-mention information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:-

Place:-

Sarika Haitake