

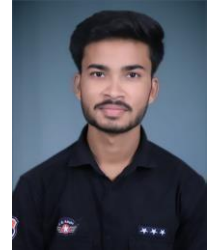
Curriculum- Vitae

ANIKET TUSHAR PAWAR

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CAREER OBJECTIVE

To secure a position with a well-established organization with a stable environment that will lead to a lasting relationship in the field of Accounts & finance. To gain maximum knowledge from superiors through dedicated hard work.

ACADEMIC DETAILS

Degree	Year	University	Percentage (%)
MBA (Finance)	August 2023	Shivaji University	77.43%
BBA	April 2021	Pune University	79.29%
HSC	March 2018	Shivaji University	58.46%
SSC	March 2016	Shivaji University	80.00%

SKILLS

- Leadership
- Teamwork

EXPERIENCE

IBN TECHNOLOGIES LTD

Sep 2023 to till date.

- **Jr. Business Process Executive**

Responsibilities: -

- Daily Emails Handling.
- Vendor (AP) Invoice Processing.
- Prepare monthly Customer (AR) Invoices.
- Checking that proper invoices are raised by vendors, timely payment of vendors, intense coordination with vendors & effectively solving their queries, vendors' balances.
- Applying payment received from client as per Remittance Report.
- Scheduling Vendor Payment's through ACH and Check's.
- Doing call with clients for query solving.
- Preparing manual invoices and bills.
- Monthly Bank and Credit Card Reconciliation.
- Prepare monthly Customer (AR) Invoices.
- Reporting daily work done status to clients and Team Leader.

SOFTWARE KNOWLEDGE

- QuickBooks Desktop
- QuickBooks Online
- Amazon WorkSpaces
- Tally
- Microsoft Office – Excel, Word, Outlook, Power Point, Office 365 etc.

INDUSTRIAL TRAINING

Year	Project Title
2020-2021	A Study on awareness of health insurance and claim settlement with national insurance company limited, Satara
2022-2023	Done Project on A Study of Portfolio Management Two Months In-Plant Training in National Insurance company Limited, Satara.

CERTIFICATION

- Beginner to pro in Excel: Financial modeling and valuation by Udemey
- Google Analytics for Beginners
- MS-CIT
- Tally
- Attend workshop: Introduction of Python and Data analysis.
- Attend workshop: Basic of Microsoft Excel

PERSONAL DETAILS

- Full Name: Mr. Aniket Tushar Pawar.
- Date of Birth: 02nd Dec 2000
- Gender: Male
- Marital status: Unmarried
- Hobbies: Watching Movies, Cricket.
- Strength: Teamwork and Leadership
- Language known: English, Hindi, Marathi.
- Address: At Post Shirdhon Tal Koregoan, Satara 415501

I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy.

Place: -

Date:

Aniket Pawar