

PORNIMA DATTATRAY KOSHTI

JUNIOR ACCOUNTANT

PH : 7020723420 | Email : koshtipornima1406@gmail.com

PROFESSIONAL SUMMARY

Accomplished professional with comprehensive expertise in accounting and Tally Prime software operations. Adept at managing financial reporting, payroll, and GST reconciliation while ensuring compliance with regulations. Proficient in data management, import-export documentation, and financial analysis, with hands-on experience in Tally software. Demonstrates strong leadership, multitasking, and communication skills, excelling in both technical and managerial roles to drive organizational success and operational efficiency.

PROFESSIONAL SKILLS :

- **Communication:** Excellent verbal and written communication skills, facilitating effective troubleshooting and collaboration.
 - **Language Understanding:** Strong technical language comprehension for clear interaction with clients and teams.
 - **Leadership:** Ability to lead and manage teams, ensuring timely project completion and achieving team goals.
 - **Punctuality:** Consistently meeting deadlines and demonstrating a strong work ethic.
 - **Strong work ethic and punctuality**
 - **Team collaboration and effective communication**
 - **Problem-solving and multitasking**
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TECHNICAL SKILLS:

- Tally Prime
 - Purchase/sales entries
 - Import-export documentation
 - Financial reporting and auditing
 - Data management and Excel proficiency
 - GST R1, 3B reconciliation
 - Mail and voice communication
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PROFESSIONAL EXPERIENCE :

JD Cutting Tools, Pune, Maharashtra

Role: Accountant

(June 2024- present)

- Managed accounting functions, purchase, and sales entries.
 - Worked extensively on Tally software and Excel for data entry and financial analysis.
 - Oversaw GST R1, 3B reconciliation and import-export documentation.
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CA. Amol Yadav, Pune, Maharashtra

Role: Junior Accountant

(Jan 2023- Dec 2024)

- Utilized Tally Prime software to manage financial records and streamline operational processes.
 - Provided efficient data entry and documentation for enhanced accuracy.
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EDUCATION :

> **B.Com, Savitribai Phule Pune University**

Rajmata College, Bhoasri | 1st Class

(Graduation Year: 2021)

> **HSC, Bhairvanthnath College, Pune**

Percentage: 62%

(Year: 2020-2021)

> **SSC, Bhairvanthnath School, Pune**

Percentage: 69%

(Year: 2019-2020)

Additional Information

- Proficient in Tally prime.
 - Experienced in customer handling.
 - Open to challenging roles in accounting.
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ACKNOWLEDGMENT :

Hardworking, resolute person, and would be a great asset to your organization. As an engineer, I have a keen interest in how things work and am ready to put in extra time to learn about them.

- Pornima Dattatray Koshti