



PRAGATI MUSMUDE

ACCOUNTS EXECUTIVE

PROFILE

Accounts Executive with 1+ year of experience in accounting and finance. Skilled in accounts management, financial reporting, and QuickBooks. Seeking a challenging role to utilize my skills and knowledge to drive business growth.

WORK EXPERIENCE

Novarties Tech Systems Private Limited

OCT 23 - DEC 24

Accounts Executive

- Analyzed regular reviews of accounts receivable aging reports to identify and follow up on past-due accounts.
- Managed and maintained relationships with external partners, including banks and financial Institutions
- Processed invoice payments, managed accounts receivable and payable also Maintained accurate and up-to-date invoicing records and reports
- Demonstrated strong attention to detail and organizational skills, ensuring timely and efficient invoice processing
- Managed a portfolio of 20+ vendors, including contract negotiation, performance monitoring, and issue resolution.
- Developed and implemented process improvements to reduce waste and increase productivity.
- Assisted in MIS modifications and extractions

Zapfin Teknologies Private Limited(Docboyz)

SEP 22 - DEC 22

Accounts and Admin Intern

- Processed invoices and payments for accounts payable and accounts receivable.
- Prepared and reconciled bank statements and credit card statements.
- Developed understanding of basic accounting principles and procedures.
- Coordinated with the logistics team to ensure timely and efficient delivery of products.
- Assisted in calculating GST liability and preparing GST returns for quarterly filings.
- Utilized QuickBooks accounting software to perform accounting tasks.
- Assisted in preparing loan documents for commercial and personal loans, including loan agreements, promissory notes, and security agreements.

ACHIEVEMENTS

- Improved ability to accurately prepare and review financial documents and reports.
- Developed and maintained financial spreadsheets, resulting reduction in financial reporting errors.
- Reduced average accounts receivable days outstanding through efficient follow-up and payment processing.
- Decreased invoicing errors through implementation of double-checking procedures and staff training.

CONTACT

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- 📍 Pune
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EDUCATION

2021-2023

PES MODERN COLLEGE OF ENGINEERING, PUNE

- Master of Business Administration
- CGPA : 7.10

2018-2021

ASC COLLEGE, MANMAD

- Bachelor of science
- CGPA: 7.6

SKILLS

HARD SKILLS

- Accounts Receivable
- Accounts Payable
- Invoicing
- MIS
- Reconciliation
- Reporting

SOFT SKILLS

- Client Management
- Time Management
- Teamwork
- Adaptability
- Analytical Thinking
- Emotional Intelligence

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Marathi (Native)
- German (Basic)