

PRITI RATTHE

PAYROLL PROCESSING EXECUTIVE

PHONE | (+91) 9970527655
EMAIL | rathepriti24@gmail.com
LOCATION | Pune, INDIA
EXPERIENCE | 1 Year 0 Month

Key Skills

- Back Office Operations
- Office Administration
- Computer Operating
- Pivot Table
- Payroll Processing
- GDC&A

Certification

- G.D.C. & A.

Languages

- English
- Hindi
- Marathi

Profile Summary

I have completed Bachelor's degree in Commerce and I have Certification in Government Diploma in Co-Operation and Accountancy. Financial processes and Accountancy are my major professional interests. I started my career with back office operations and last working profile was payroll executive. I want to further explore opportunities in finance world.

Work Experience

Payroll Processing Executive

Topgun Corporate Services

08/2021 - 07/2022

Preparing Salary Sheets, Bills, Stock monitoring, agreement printing

Sales and Purchase Executive

Multitek Electro Devices

07/2019 - 12/2020

handling purchase using tally ERP invoicing of materials using tally ERP Client Management

Equity Dealer

Angel Broking and Motilal Oswal Securities Pvt Ltd (Sub-Broker Office)

10/2017 - 09/2018

I was working as a Equity Dealer in Sub-broker office of Angel Brokings and Motilal Oswal Securities Pvt Ltd. I have handled the clients and solve their issues. I have handled the

terminal and trade behalf of the clients.

Backend Officer

Janki Communication

12/2010 - 12/2015

Back office Back End

Education

B.Com - Commerce

2012

Pune University

Grade - 63%

12th

2009

Maharashtra , Marathi

Grade - 60-64.9%

10th

2007

Maharashtra , Marathi

Grade - 65-69.9%