

Resume

Personal Details

Name : Shraddha Govind Kale
Date of Birth : 22nd September 1999
Gender : Female
Permanent Address : 934 Vaidya bungalow
Dnyaneshwar paduka
Chowk Pune 016
Nationality : Indian

Contact Details

Contact Number : 7262990841
Email : shraddhakale1822@gmail.com

Objective

To obtain an Accounts Payable position in a reputable organization where I can utilize my skills and experience to contribute to the company's financial success.

Skills

1. Audit Activities
2. Payments Reconciliations
3. Preparing Tentative MIS
4. Accounting
5. Proficient in MS Office (Word, Excel, Outlook)
6. Quick learner and think independently with multitasking

Academic Qualification

- 2020** - Bachelor of Commerce (B.com)
Savitribai Phule Pune University, India | 63%
- 2017** - Higher Secondary School Certificate (H.S.C) Maharashtra
State Board, India | 60%
- 2015** - Secondary School Certificate (S.S.C)
Maharashtra State Board, India | 67%

Additional Course

1. Computerized Accounts (TALLY) ERP
2. MS-CIT
3. Financial Accounting

Experience

➤ **Nital Skin Clinic** (May 2020) (Present)

- Using excel for maintaining sales & payments records.
- Reconcile Bank statements and resolve discrepancies.
- Reconciled credit card statements, online transactions and expense reports.
- Maintained Petty cash expenses.
- Cash handling & depositing time to time.
- Handling failed payments, return payments.
- Other admin works.

Other Skills

- Accounts payable and receivable
- Time Management
- Advanced Excel & Tally ERP 9
- Attention to detail and organizational skills
- Problem solving

Hobbies

- Photography, Drawing & Travelling

Languages

- English, Hindi and Marathi