

## **CURRICULUM VITAE**

### **Shruti Satam**

Plot No.506, Tulasi Plaza,  
Near NMMC Hospital ,  
B.M Nagar ,Digha, Thane (west)  
Pin code :- 400708  
Cont No:- 8766441296 / 8975840567  
E-mail Id:- shrutisawant503@gmail.com

### **Career objective**

Looking for an entry level position as an accounting assistant to contribute to the company's growth with my interpersonal skills and subject knowledge.

### **Strengths**

A highly motivated individual who is always willing to put that extra bit of effort into any assignment.

Ability to concentrate for long period of time, willingness to confront difficult problems and the will to perform under pressure

### **Work Experience**

#### **Diamond pipes support pvt ltd.(The Group Of Hira Walraven Industries )**

( Accounts Assistant & Admin)  
(15<sup>th</sup> April '2015 To 28<sup>th</sup> Feb '2018)

#### **Pomani Metals**

(Accounts Assistant)  
(1<sup>st</sup> Jan 2013 To 31<sup>st</sup> March'2015)

#### **Suryoday Bajaj**

(Accounts Assistant)  
(10<sup>th</sup> Jan 2012 To 31<sup>st</sup> Dec 2012)

### **Work Responsibilities**

- Interact with Vendor to follow-up for payment.
- Attend management level meeting for product sale.
- Day to day mails reply for new order and payment follow-up.

### **In Tally Software**

- Purchase order & sales order entry
- Purchase invoice entry
- Sales invoice entry ( Export & Local invoices)
- Daily Expense invoice entry
- Day to Day cash transactions Entry & maintaining petty cash book
- TDS Calculations & entry in Tally
- GST return filling
- Salary calculations & Entry in tally

### **In Busy Software**

- Purchase order & sales order entry
- Sales invoice entry ( Export & Local invoices)
- Maintaining pending order list

### **Certifications**

- Tally ERP 9.0
- MSCIT( Ms-Office, MS Excel, Internet)

### **Academic details**

- Bachelor of Commerce from University of Mumbai scoring **(First Class)** (Mar 2013)
- HSC (Commerce) from University of Mumbai scoring **(First Class)** (Mar 2010)
- SSC from Maharashtra Board scoring **(First Class)** (Mar 2008)

### **Personal profile**

- Date of Birth : 04/07/1992
- Languages Known : English, Marathi & Hindi
- Hobbies : Listening songs.
- Marital status : Married

### **Declaration**

I hereby declare that the above given information is true, complete and correct to the best of my knowledge and belief.

**Place:**

**Date :**

**(Shruti Bhushan Satam)**

