

# PRIYANKA PATIL

*Willing to work in a challenging & creative environment. I Intend to build my career with committed & dedicated people, by working in an environment of dynamic professional skills in order to explore myself fully and realize my potential.*

## DETAILS:

E-mail : priyagurav18@gmail.com  
Date of Birth : May 18,1990  
Mobile Number : +91 8879248636  
Permanent Address : 002, Om Apartment, Divanagar, Sector-9, Airoli,  
Navi Mumbai -400 705

## SKILL SET:

### **PERSONAL**

- High degree of personal integrity and professionalism
- Ability to think through and solve problems methodically.
- Determined and self-confident with timely work completion abilities.
- Managing and prioritizing deliverables along with ad-hoc requests, projects and other internal responsibilities within the agreed timelines.

### **TECHNICAL**

- Experience in SAP module.
- Experience in TALLY, SAP, HANA, Tally Prime.
- Knowledge of MS Office (Word/Excel/PPT).

## WORK EXPERIENCE:

- **The Indus Club (An affiliate of Pinnacle Lifestyle Pvt Ltd.) (Oct'22 till date)**  
**Industry:** Hospitality  
**Department:** Finance Accounts  
**Designation:** Sr. Accountant  
**Responsible for:** Coordinating accounting functions and programs.  
Investigating and resolving audit findings. Account discrepancies and issues of non-compliance. Preparing revenue projections and forecasting expenditure.  
Performing other accounting duties and supporting junior staff as required or assigned.  
Assisting with annual audit preparations. Preparing financial analyses and reports. Prepare tax payments
- **Anusaya Fresh India Pvt Ltd. (Oct'21 to Oct'22)**  
**Industry:** Import Export (Food & Beverage)  
**Department:** Finance  
**Designation:** Senior. Accountant  
**Responsible for:** Processing, verifying, and posting receipts for goods sold or services rendered. Researching and resolving account discrepancies. Processing and recording transactions, Generating reports and statements for internal use. Working with the collections department to review accounts, client payments, credit history, and develop new or better repayment terms

➤ **Sugar Cosmetics (Nov'19 to Aug '20)**

**Industry:** Beauty & Cosmetics

**Department:** Operations

**Designation:** Operations Executive

**Responsible for:** Document daily deliveries and shipments to update inventory, Assist with establishing internal controls. Reconcile monthly cycle counts and semi-annual physical counts to the perpetual inventory ledger

➤ **Future Consumer Ltd. (Jan'15 to Mar'19)**

**Industry:** FMCG

**Department:** Information Technology (SAP User)

**Designation:** Executive

**Responsible for:** Uploading known entries in Sap software, CP & MRP Updating, maintaining Article Creation Process, working on MM & Fico Module.

➤ **Future Agrovet Limited (July'10 to July'12)**

**Industry:** FMCG

**Department:** Finance Accounts

**Designation:** Associate - Commercial

**Responsible for:** Banking Work, SAP FICO Entry..

**ACADEMIC QUALIFICATION:**

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- B. Com In Chemistry from University of Mumbai - Year 2015
- H.S.C from Maharashtra State Board - Year 2007
- S.S.C from Maharashtra State Board - Year 2005

**PERSONAL INFORMATION:**

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Mother's Name : Vidya Gurav  
Father's Name : Pandharinath Gurav  
Marital Status : Married  
Languages Known : English, Hindi, Marathi

**PERSONAL ATTRIBUTES:**

Confident, Hardworking, Punctual & Data Oriented

**DECLARATION:**

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I hereby declare that the above-mentioned information is true and correct to the best of my knowledge and belief.

**Date:**

**Signature:** Priyanka Patil