

CURRICULUM VITAE

APARNA PRITISH VERULKAR

E- Mail

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Contact Number

☎ 8459898775

Permanent Address

Near Dr. Rana clinic, Hingane
Khurd, Sinhagad Road,
Pune – 411051.

Personal Information

Date of Birth:
30th of May, 1992

Place of Birth:
PUNE

Gender:
FEMALE

Languages fluent in:
English, Hindi & Marathi.

Career Objective

Seeking challenging career as an **Accounts Process Executive** with a growth-oriented organization which provides me avenues for professional learning and makes good use of my technical skills and encourages individual growth.

Core Quality

Optimistic attitude towards work and life so that my efforts direct me in establishing a supportive & substantial environment at my workplace.

Academic Profile

- Passed **Class X** from SHARDA VIDYALAYA ENGLISH MEDIUM SCHOOL with **First Class Grade** (2007-2008).
- Passed **Class XII** from S.N.D.T. KANYA SHALA with **First class Grade** (2009-2010).
- Passed **B. Com** from MMCC, Pune with **First Class Grade.** (2013)
- Passed **M. Com** from Savitribai Phule Pune university with Higher Second Grade (2015).

Skills

- Tally ERP 9, MS Office
- Quick Books Premier
- Quick Books online
- Bill.com
- Daxko
- Intacct
- Xero
- Expensify
- FundEZ
- SAP PRE ECC6 version

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Experience

- Worked as a Junior Process executive at IBN Technologies, Pune from Dec-2018 to July-2020.
- Worked as an Analyst in KPMG India Services LLP, Pune from Feb-2021 to Nov-2021.

Responsibilities

- Handling clients of Non-Profit organizations like charitable trust and schools for US certified Accounting firm.
- Daily reviewing client emails and replying.
- Manage the workflow of day-to-day operations.
- Doing Accrual and cash basis accounting for Non-profit organisations.
- Payroll Processing: Updating Bi weekly PR worksheet, software upload and processing journal entries.
- Credit card Processing.
- Accounts Payable and Accounts Receivable.
- Bank reconciliation, Revenue reconciliation.
- Prepare monthly financials management reports and cash flow reports.
- Quality analysis.
- Provide training.
- Monthly communication with clients regarding work related queries.
- Problem Solving.
- Uploading bank files in SAP
- FEBA posting
- AR Cash application
- Reversal

Declaration

- I hereby declare that the information furnished above is true to the best of my knowledge.

APARNA PRITISH VERULKAR