

## SHWETHA POOJARY

D wing, Flat no 103,  
Bhaghirathi Residency, Ganesh Nagar,  
Badlapur West, Thane-421503  
E-mail: toshwethain@gmail.com  
Mobile: +918369848104

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### **Objective:**

Seeking a quality environment where my knowledge & experience can be utilised & enriched.  
The below are the information of my qualification and experience.

### **Qualification/Academic Details:**

- Passed S.S.C in 1<sup>st</sup> Class
- Passed H.S.C in 2<sup>nd</sup> Class
- Passed T.Y.Bcom in 2<sup>nd</sup> Class

### **Experience:**

#### **SHAMILI ENTERPRISES UDUPI from 2009-2010**

\*Worked as an Accounts Assistant.

#### **KMC HOSPITAL (MANIPAL) KARNATAKA from 2010 to 2016**

\*Worked as an Associate in Billing Department (Blood Bank).

#### **Chartered Accountant Office –Bhandup From November 2016 to March 2018.**

\*Worked as an Accounts Assistant

#### **Sneha Engineering Company From-01 Apr.2018 To March 2020**

\*Working as a Accountant

### **Job Profile:-**

Purchase & Sales Entries, General entry, Bank Reconciliation, GST & TDS  
Calculation, in Tally. Make Invoices, handling petty cash, payments follow up,  
and Administration work.

### **PERSONAL DETAILS**

Father's Name	:	SUKUMAR
Husband's Name	:	DEEPAK POOJARY
Date of Birth	:	21-04-1987
Nationality	:	Indian
References	:	Can be furnished on request

**Languages Known:**

English, Hindi, Marathi, Kannada, Tulu

**Extra Curricular Activities, Achievements & Awards:**

- Volley ball
- CHESS
- CARROM

**Hobbies:**

Reading Books , Listening Music

**Computer Proficiency:**

Knowledge of MS-Office, Excel, and Tally ERP 9.0 and Internet

I hereby declare that the above statements are true and correct to best of my knowledge.

**Sincerely yours,**

**SHWETHA POOJARY**