

## **SUPRIYA EKNATH CHAVAN.**

Room no.34,3<sup>RD</sup> Floor 5/C Sai Darshan Building,MMRDA Colony,  
Durganagar Jogeshwari (East), Mumbai. 400060.  
**Contact number:** 8898291950 **Email id** – [supriyachavan3010@gmail.com](mailto:supriyachavan3010@gmail.com)

### **CAREER OBJECTIVE:**

Seeking a career opportunity clubbed with challenging and growth oriented. Environment in the field of banking and finance; where my experience, Education and vision will be demanded by the assignment.

### **KEY PROFESSIONAL STRENGTHS:-**

- Communication skill
- Group Discussion
- Team player and Teamwork

### **EDUCATIONAL QUALIFICATION:**

	BOARD	SCHOOL/COLLEGE	PASSING YEAR	GRADE
S.S.C	MUMBAI UNIVERSITY	DOSIBHAI JIJIBHOY HIGH SCHOOL	2010-2011	1 <sup>st</sup> Class 78%
H.S.C	MUMBAI UNIVERSITY	TOLANI COLLEGE OF COMMERCE	2012-2013	1 <sup>st</sup> Class 77%
T.Y.B.COM	MUMBAI UNIVERSITY	TOLANI COLLEGE OF COMMERCE	2015-2016	1 <sup>st</sup> Class 72%
TDS & GST Course (6 Months)	-	Itaa Education Institute	Feb-23 to July-23	1 <sup>st</sup> Class

**COMPUTER SKILLS:**

- Basic Knowledge of Computer
- Basic Advance Excel.
- Tally ERP9

**WORK EXPERIENCE:**

- Worked in Sanghavi Jewel Private Ltd as Accountant for 8 months.

**WORKING WITH ICICI BANK**

Designation: Senior Executive

Department: 2-Wheeler Credit Team

Duration :21<sup>st</sup> July 2017 to 31<sup>st</sup> July  
2019

**JOB RESPONSIBILITY:**

- PDD updation (post disbursement document)
- Summary and report
- Data Entry
- Working with banking application
- Excel work
- Data management
- Maintaining daily MIS

**Currently Working in Eduvanz Financing Pvt Ltd**

Designation: Assistant Accounts  
Manager

Department: Accounts Team

Duration: 23<sup>rd</sup> Sept 2019 to till date

- Vendor Management
- Book Debts and Pool Utilisation
- Audit Data
- Bank Entries and Reco
- Reimbursement
- GST & TDS Working
- Cash Flow

**PERSONAL DETAILS**

Date of Birth : 30<sup>TH</sup> OCT 1995

Contact Number : 8898291950/7715973035

Marital Status : Single

Language Known : Marathi, Hindi, English

Strength : Quick Learner with a zest to learn and improve my skills.

***Declaration:***

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I hereby declare that all the details given above are true to the Best of my Knowledge & belief.

**Place:**  
**Mumbai**

**Date :**    /    /

Yours Sincerely,

**SUPRIYA EKNATH CHAVAN.**