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Sneha Tolani

Career Objective

Seeking a supportive environment where I can share and enrich my knowledge and skills. I possess proficient written and verbal communication skills, coupled with strong interpersonal abilities. Moreover, I am hardworking, determined, a quick learner, adaptive and focused.

Education

B.com Graduation from **M.U.C.C College**, [2010], Secured First Class [61%]

HSC from **Jai Hind Junior College**, Pune, [2007], Secured First Class [68.50%]

SSC from **Jai Hind High School**, Pune, [2005], Secured Second Class [55%]

Skills

- Bookkeeping
- Accounts Payable and Receivable Reconciliation
- Financial Reporting
- Bank Reconciliation
- General Ledger
- Accounting Software (Tally ERP 9 & Tally Prime)
- Proficiency in Computer Basics, MS-Office and Internet usage.

Professional Experience

May.2022 - Till Date : **Junior Accountant** at **Nutec International**

Responsibilities

- Performing daily Bank Reconciliation in Tally Prime.
- Recording entries of Purchases, Sales, Receipts and Payments in Tally Prime.
- Generating E-Way Bill as per requirement.
- Compiling monthly TDS deductions sheet and filing GST return.
- Accountable for performing monthly reconciliation of creditors and debtors and resolving any queries or issues that may arise.
- Managing Petty cash and company's expense account.

Nov.2020 – May 2022 : **Accounts & Inventory** Executive at **Trutech Products**

Responsibilities

- Booking entries of Purchases, Sales, Receipts and Payments in Tally.
- Preparing and sending Quotations, Proforma Invoices on email.
- Supervising office supplies, petty cash and export related documentation.

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- Managing and procuring inventory as per requirement.
 - Creating stickers using Coral Draw software.

Aug.2012-Jun.2013: **Operations Executive** at **BNY Mellon**.

Apr.2010-May.2012: **Associate** at **Syntel**.

Responsibilities

- Matching entries and recording incomes and dividends.
- Processing and evaluating the work before it is submitted to the client
- Revising narrations for the breaks as needed.
- Handling multiple fund groups in the absence of the original processor.
- Assisting other team members during periods of high volume.

Achievements

- Participated in the migration of funds from one reconciliation tool to another for Cash and Share.
- Contributed to reducing the number of breaks in high-volume funds.

Languages Known

English, Hindi and Sindhi

Hobbies

Cooking, Listening Music and Playing Guitar.

Residential Address

Flat No. 10, Medha Building, Near Reliance Digital, Sanewadi, Aundh – 411007.