

**Contact :****Mobile No:** 9561383288

omkareshwari07@gmail.com

Education :

- Post Graduation
(M.Com – Cost and work accounting 2015)
- GRADUATION
(B.COM – Cost and work accounting 2013)
- Diploma In School Management (DSM) (2022)
- HSC Commerce (12th)
(2010)
- SSC (10th) (2007)

LANGUAGES :

ENGLISH
HINDI
MARATHI

Miss. SHRADHA JAYSINH DESHMUKH**M.Com, DSM, SAP Fico**

Seeking a challenging & growth-oriented position in a progressive organization where I can leverage my potential and contribute my qualification and skills towards the optimization of the company goals.

• Work Experience :

- 1) **Pune International School CBSE School – Admin**
(19 July 2022 to 15th Oct 2022)
 - Preparation the admission process, Accepting Application For office work, Event Co- ordination
 - Manage filing and documents file.
 - Handling Parents issues and solve them very well.
 - Handling the Organization & school software.
 - Maintained accounts payable and school fees receivable filed and records.
- 2) **Arvind Education Society's – Accountant**
(Little Flower School & Bharatiy VidyaNiketan Vidhyalay)
(10th Nov. 2014 to 25th Jan. 2022)
 - Preparation the admission process, Accepting Application For office work, Event Co- ordination, Petty Cash, Attendance.
 - Handling the educational website Students Education and Sports Department, SSC & HSC.
 - Communicated with the parents and vendors in response to inquiries and resolved the issues.
 - Maintained accounts payable field and school fees receivable and records.
 - Knowledge of handling day to day accounting functions.
 - Manage filing Purchaser of stationary, documents, Salary.
 - Handling the Organization & school software.
 - Maintain a record of Stationary, Housekeeping and Maintenance Department very well.
- 3) **Mahalaxmi Tours & Travelers – Accountant**
(01st July 2012 to 30th April 2013)
 - Maintain the daily and advance booking record.
 - Answered to the daily booking cab mails by customers.
 - Handling customers issues and solve them very well.
 - Ready by the customer Invoice & Recover the payment.

HOBBIES

- Travelling
- Fashion Design

PERSONAL INFORMATION

DOB : 07-04-1992

Gender : Female

Status : Unmarried

Address : 28, Shitole Nagar,
Old Sangvi Pune - 27

Professional Skills : (Certification)

- SAP FICO S4 HANA (2023)
- Government Certificate in Computer Typing Basic Course (GCC-TBC) English 30wpm. (2018)
- Association Computer Typing Preliminary Examination (MRTLSSSM) Marathi 30wpm. (2019)
- MS-CIT (2014)
- Diploma Course in Graphics & Automation (MS-Office 2007, Graphic Designing, Tally 9.0 & Internet)
- Advance Excel

Interpersonal Skills :

- Problem Solving Nature
- Creative Mind
- Easily Adaptable
- Time Punctual

Declaration :

I hereby declare that the information provided by me is correct to the best of my Knowledge.

Your's Faithfully,

Shradha Deshmukh