


POOJA ANANTHA BANDKAR


ACCOUNT ASSISTANT



CONTACT

 poojabandkar33@gmail.com

 7387120598

 Bhosari, Aalandi Road
Pune – 411039

ACADEMICS

M.A ENGLISH (B+)

Savitribai Phule Pune University, Pune
2020

H.S.C. (76.92%)

Maharashtra State Board
2015

S.S.C (53.60%)

2013

TECHNICAL SKILLS

- Expertise In MS- Excel & POWERPOINT
- Proficient In Tally ERP 9
- WEB DESIGNING
- GST
- MS-CIT
- GCC – TBC MARATHI TYPING 40
- GCC – TBC ENGLISH TYPING 40
- GCC – TBC HINDI TYPING 40

COMPETENCIES

- Proficient In Accounting
- Excellent Communication & Interpersonal Skills
- Excellent Team Player
- Resilient & Enthusiastic

PROFESSIONAL SUMMARY

Experience in Which around 2 years' in Range Forest office as a Data Entry Operator & 7 Months Exp in Account Assistant Team Management and Reconciliation, searching for a Responsible career Opportunity to fully utilize my training Skills, while making a significant contribution to the success of the company.

EMPLOYMENT CHRONICLE

ACCOUNT ASSISTANT

SHINE ENGINEERS... 01 JAN 2023 TO 01 AUG 2023

Key Responsibilities

- Manage all accounting transaction (including of journal entries) in Tally ERP 9
- Record to report
- Worked with sincerity and assigned with the task of maintaining all the documents properly
- Process purchase transactions from PO to release payment
- Vendors and Customers reconciliations
- Manage accounts payable and receivable.
- Reporting of financial Statements weekly and monthly
- Bank Reconciliation
- Monthly GSTR1 & GSTR3 Filing
- Keeping all sales, purchase & general entries record in Tally.

DATA ENTRY OPRATOR

RANGE FOREST OFFICE ...13 OCT 2018 TO 01 DEC 2020

Key Responsibilities

- Performing basic office tasks, such as filling, data entry. Answering phones, processing the mail, etc.
- Writing cash book, abstract, Inward Outward book maintain record
- Wildlife Animals cases worked by office level
- Wildlife related PowerPoint presentation working
- Followed by all instructions given by RFO Sir

PERSONAL DOSSIER

- Fathers Name – Aanantha Baban Bandkar
- Date of Birth - 05/08/1997
- Nationality – Indian
- Language – Marathi, English, Hindi
- Hobbies – listening to music, Cooking, Reading Books etc.

DECLARATION

I solemnly declare that all the Information Furnished in this document is Free of Errors to the Best of My Knowledge.

Date:

Pooja Bandkar