

Bhavana Sawant

Thane, Maharashtra 400606

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Intend to build a career in a well known Business enterprise to enhance my quality, skills, knowledge and technique for the betterment of the enterprise.

Work Experience

Account executive

Plasto Crafts Private Ltd - Mulund, Mumbai, Maharashtra
December 2021 to Present

working

- Updating transaction details in Tally prime application. (sales, payment, Receipt, purchases)
 - Bank Reconciliation
 - Gst return filling in GST portal (GSTR1 and GST3B)
 - TDS Challan Generate and make a payment.
 - Maintain Stock details in Excel.
 - Contact customer via Email to send their outstanding details and also provide available Stock.
 - Updating transaction Details -sales Return (credit Note), purchase Return (Debit Note), Discount Entry
- All this details send to costumers to update their ledger.
- Generate E-Invoice and E-way Bill in Government side.

Senior Customer Service Executive

Q CONNEQT - Airoli, Navi Mumbai, Maharashtra
September 2018 to November 2021

Understanding customer queries & providing resolution as per the process guidelines.

- Updating the complaints in the Bank application (Finacal), forwarding the complaints to concern Managers & respective seniors.

Education

M.COM in Accounting

MUMBAI UNIVERSITY - Mumbai, Maharashtra
2019 to 2020

B.COM in Accounting

MUMBAI UNIVERSITY - Mumbai, Maharashtra
2017 to 2018

H.S.C in Commerce

MUMBAI UNIVERSITY - Mumbai, Maharashtra

2014 to 2015

S.S.C

MUMBAI UNIVERSITY - Mumbai, Maharashtra

2012 to 2013

Skills / IT Skills

- Operating Systems: MS-CIT, TYPING SPEED 30wpm.
Software exposure: MS-OFFICE, MS- EXCEL, TALLY Prime, Finacal (Banking Application), Busy Software.