**Pradnya Nalawade Address –**Flat No 603,

**Email:** [pradnya431991@gmail.com](mailto:pradnya431991@gmail.com) A Wing Vision Ace

**Mobile:** +91 7875059952 Tathwade,Pune 411033

**Professional Objective –**

An ambitious, highly motivated and energetic Finance Professional with excellent Accounting and Managerial skills. Experience of managing Accounts and maintaining day to day Audits. A result orientated professional with a proven ability to get results, generate revenue, improve service as well as reduce costs. Over 4.0 years’ experience of working in different companies and successfully identifying, developing and managing new opportunities.

**Professional Experience Summary -**

**Total Experience** – **4.0 years of experience in Financial Accounting & Audit. Current Company & Location: - D mac Services**

**Role: - Finance Executive (Pune)**

**Duration: -From January 2020 to April 2021**

**Roles and Responsibilities –**

* **In Dmac Services –**
* Accounts Receivable and Accounts Payable.
* Salary Return Filing.
* Shop ACT, DSE Registration.
* GST Enrollment.
* Advance Excel.
* PTRC Registration.
* Bank Reconciliation Statement.
* Maintaining GST & TDS working.
* Accounting works Using Quick Book.
* Invoice Processing.
* Involving in Internal Audits.

**Company- Azalea Advisers LLP. Role: - Finance Executive (Pune)**

**Duration: -From April 2017 to April 2018**

**Roles and Responsibilities –**

* **In Azalea Advisers LLP –**
* Accounts Receivable & Payable.
* Shop ACT, DSE Registration.
* GST Enrollment.
* PTRC Registration.
* Bank Reconciliation Statement.
* Maintaining GST & TDS working.
* Accounting works Using Quick Book.
* To Manage Journal Entries, Ledger Entries, Accounts Receivable & Payable.
* Involving in Internal Audits.

**Company: GenY SoftTech Solutions. (Bavdhan, Pune) Role: Account Assistant.**

**Duration: April 2015 to March 2017.**

* **In GenY SoftTech Solutions –**
* To maintain daily books of Accounts in Tally ERP.
* Bank Reconciliation Statement.
* Ensuring timely assessment & filing of tax returns e.g. Service Tax, TDS, Advance Tax & Profession Tax.
* Coordination with the clients through mails.
* Handling & Coordinating Audits with senior management & Audit Team.
* Supplier payments with bill wise statement.
* To give training of ERP to New Employee.
* To Manage Journal Entries, Ledger Entries, Accounts Receivable & Payable.

**Professional Qualification -**

* + I have done **MBS & PGDBM in Finance** from Pune University in year July 2015.

**Educational Qualification –**

* + I have done **Graduation (Bachelor in Commerce)** from MIT Pune.
  + I have done **Higher Secondary School Certificate exam** from SNDT College Pune.
  + I have done **High School Certificate exam** from P Jog High School Pune.

**Computer Skill –**

Tally ERP, Microsoft office & Outlook, Quick Book and GreytHR.

**Personal details -**

**Date of Birth :** 4th March 1991

**Husband Name :** Mr. Ashish Verma

**Marital Status :** Married.

**Language Known :** English Hindi & Marathi.

**Permanent Address :** 603 A Wing Vision Ace Tathwade Pune 411033

**Hobbies -**

Traveling, Photography, Drawing, Painting.

**Strength -**

Result oriented, energetic, adaptive Nature, and Hardworking.

**Declaration -**

I hereby declare that above mentioned details are correct and complete to the best of my knowledge.

**Date: Name:**

**Place: Pradnya Nalawade**