**SANDHYA SABAJI DHURI**

Shree sadgurukrupa bldg,

Room No. 10, Sector-19A

Koparkhairane, Navi Mumbai.

Pin Code: 400709..

**Objective**

To work in an organization, which is growth oriented, quality conscious appreciates hard work and provides open work environment with challenging job opportunities.

**Professional Experiences:-**

**Total** **Work Experiences for 10 Years.**

**Organization: Hazel Infotech Ltd**

Designation: Office Assistant Cum Computer Operator

DURATION: 13th October 2008 to 31st December 2013

**JOB PROFILE**

* Making the Bills ( AMC Invoice )
* Sales Entry with SLT Software
* AMC Outstanding Payment report
* Follow Up the Customer AMC
* Entry with client cheque record

**ASSOCIATED CHIT FUND PVT LTD.**

**Designation** : Cashier Cum Office Assistant

**DURATION** : 1st January 2014 to 30th April 2016

**JOB PROFILE**

* Maintain the Cash book register .
* Update the Cash Entry software
* Payment Follow up the Customer
* Petty Cash

**CA Firm as Account Assistant - 1st May 2016 to 30th Sep 2017.**

**JOB PROFILE**

* VAT Registration & return File
* Service tax registration .& return file
* GST Registration &return filed
* Tds return filed
* Payment & receipt Entry bank reconciliation

**TRING DETECTIVES & SECURITY SOLUTIONS PVT LTD**

**Designation** : Account Assistant

**DURATION** : 1st October 2017 to 31st  December 2019

**JOB PROFILE**

* GST working & return filed( GST 3B & GST R1 RETURN )
* Sale & Purchase Entry
* Receipt & Payment Entries
* Handled petty cash & Cash Voucher Entries in tally
* All online payments with Esic / Epf / Pt )
* Tds working & TDS pay challen
* Cheque book maintained
* Daily bank balance provision

Working in sand company as a assistant

DURATION : 1st January 2020 TO 2021 .

**Qualification**

Educational Qualifications

* H.S.C. – ICLE’s College Vashi – 2nd Class
* T.Y.B A – University Of Mumbai - 2nd Class

**Additional Qualification**

* Basic Knowledge for Computer (MS-CIT)
* TALLY 9

**Personal Profile**

Date of Birth : 16th September 1987

Martial Status : Single

Language Known : English, Hindi, Marathi.

Hobbies : Communicate with different type of People, Reading

Books.

Contact Number : 9768461922

Date:

Place: -----------------------------

Sandhya S. Dhuri