Pratidnya Patekar. **Curriculum Vitae**

Mobile No. 8669515901

Mail ID: pratidnyapatekar@gmail.com

**OBJECTIV**E

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the

Organization and enhance my experience through continuous learning and teamwork.

**EXPERIENCE**

Company: Infosys BPM limited.

Designation: Accountant

Duration: 27 Jan. 2020 to still date.

Work Profile: Vendor invoice management, Emails, Monthly reports like ICS-58, invoice scaning, SAP working.Solving routine problems, largely through precedent and referral to general guidelines,

Interactions within team’s workload by managing deliverable,

Individual contributor as a part of a team with a predetermined focused scope of work.Processing, Verifying and Reconciling Invoices.Designing, implementing, managing and supporting accounts Payable.

Company: Four Front Pvt.Ltd.

Designation: Store Executive.

Duration: 20 April 2015 to 8 Jan. 2020

Work Profile : Operate ERP System, Making invoice, Purchase order, sales order, Creating Sales and Purchase register, Submitting bills to accounts, Making 57f4 Challan In System, Making Goods Receiving Note, Issuing Material & Maintain Records In System, Material Inward-Outward, Maintain Stock, Set Location.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr no | COURSE | UNIVERSITY/BOARD | YEAR OF PASSING | PERCENTAGE |
| 1 | B.COM | PUNE UNIVERSITY | 2017-18 | 46.91 |
| 2 | HSC | PUNE UNIVERSITY | 2012-13 | 72.5 |
| 3 | SSC | PUNE UNIVERSITY | 2010-11 | 76.36 |

**SKILLS**

* Quick Learner.
* Good Team Work
* Good Knowledge& Hard work
* Good Management
* Soft Talking

**SOFTWARE SKILL**

* Diploma in Financial Accounting
* Ms-Cit
* Excel
* Tally ERP 9

**OTHER**

3 Month course **NSDC (National Skill Development Certificate)**

* Personal Developments
* Good communications
* Computer Knowledge

**IATF INTERNAL AUDITOR COURSE PASSED WITH FIRST CLASS.**

**HOBBIES**

* Travelling
* Listening & Singing Songs.

**PERSONAL PROFILE**

• Date of birth: 13-01-1996

• Marital Status Single

• Nationality: Indian

• Languages Known: Marathi, Hindi & English

• Permanent address: Room No L-2-7 Milidnagar Nigdi Pune 44.

**DECLARETIONS**

I hereby declare the all the details furnished here are true to the best of my knowledge.

DATE:

PLACE:

**(Pratidnya M. Patekar)**