

RANI BALASAHEB SHETE.

Email id- ranishete29292@gmail.com

Mobile No- 9326565128 / 9762112392

Career Objective

Achievement of growth oriented and challenging position in esteemed organisation where my skills and experience will be utilized in the best way with a scope of innovation and career development along with value addition to the organisation.

Competencies

- High working efficiency & capacity.
- Ambitious and committed to result oriented excellence.
- Sincere with a high level of integrity.
- Ability to work with a minimum of supervision.

Academic Record

- **M.COM** from University of Pune with second class in 2014.
- **B.COM** from university of pune with secon class in 2012.
- **H.S.C** from Maharashtra State Board with second Class in March 2009.
- **S.S.C** from Maharashtra State Board with first Class in March 2007.

Technical Expertise

- **MS-Office** - With A Grade
- **Tally 7.2, 9.0** - With A Grade
- **Typing: Eng 30wpm** - With First Class
- **Mar 30wpm** - With First Class
- **D.T.P , Coral Draw.**

Key Skills

- Project coordinator
- Team management

Corporate Work Experience

1. **D.K. Courier Service - Computer Operator 1 year.**
2. **Vishal Hardware - As a Accountant working experience 3 years.**
3. **Top 10 Sidharth Enterprises - Part Time Accountant (6 month).**

– Designated Level- Executive M-01

Work Profile :-

- To maintain the accounts payable work for vendor
 - I also involved Download the data from FTP server, and upload the CSV, TXT file on FTP server.
 - Daily maintain the MIS report such as Production Report, Batch scan report, Daily download Report, daily dispatch report, Aging report, TAT report and Reconciliation Report.
 - Train new joiners on various Accounts payables principles and procedures and Indexing techniques.
 - Review the accounting payable reports sent by senior for accuracy and completeness.
 - Compile the monetary transactions of the organization and make entries in e-payables Managers under the relevant FAS-AP.
 - Review the quality report send by juniors for accuracy and completeness.
 - I take weekly feedback session.
 - Working for International as well as domestic client's business intelligence.
 - Prompt delivery of large volume of data with final quality checks.
 - Effective communication with client to understand project objectives & solving queries.
4. Manohar More as a Senior Accountant.
Under Junior Accountant as Period on Aug 2016 to May 2018
5. Bajaj Finance LTD as a Sales Co-Ordinator as a 20th May 2018 to Till Date

Personal details

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|-------------------------|---|--|
| ➤ Name | : | Rani Balasaheb Shete |
| ➤ Date of Birth | : | 29 Feb 1992 |
| ➤ Gender | : | Female |
| ➤ Marital Status | : | Single |
| ➤ Nationality | : | Indian |
| ➤ Languages Proficiency | : | English, Hindi, Marathi. |
| ➤ Hobbies | : | Drawing. |
| ➤ Locate Me At | : | Sevakunj Stand, Deepak App, R. No 2
Gajanan Chowk, Panchavati , Nashik-3. |

I confirm information provided by me is true to the best of my knowledge and belief.

Date:

(Rani Balasaheb Shete)

Place: Nashik