

P&T Colony, Trimbak Road, Nasik-422005 Pincode-422005.

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SWEETY GULSHAN GUPTA

SAP SUMMARY: (Trained in SAP FINANCE and have good knowledge of)

- **Financial Accounting (FI-GL):** Company code, Chart of accounts, Retained earnings, GL Account Group, tolerance group for GL accounts & Employees, Fiscal year variant and Field status group. GL master data, Park, Hold, Recurring document entries. General ledger group.
- **Accounts payable (FI -AP):** Creation and maintain vendor account groups, Vendor master data, Automatic payment program.
- **Accounts receivable (FI- AR):** Creation and maintain customer account groups, customer master data, Dunning invoice
- **Asset management (FI-AA):** Asset master data, org structure, chart of depreciation, depreciation area and key, depreciation run, asset acquisition, asset sale/scraped with month end and year end activities.

OBJECTIVE

To pursue my career in a progressive and professionally managed organization, this will provide adequate opportunities and environment to draw upon my knowledge, experience and clear strength for mutual benefits.

KEY SKILLS

- Account Management
- Natural Leader
- Quick Learner
- Team Player
- Computer Literate
- Excellent communication skill.
- Good interpersonal Skills.

EXPERIENCE

Fresher

ACADEMIC
QUALIFICATION

Master of Commerce

Year:2019

Bhonsala Military college

73.38%

Bachelor of Commerce

Year:2017

Bhonsala Military college

57.33%

12th (commerce)

Year:2014

Bhonsala military college

62%

10th (SSC)

Year:2012

Boys Town Public School

68.40%

PERSONAL
INFORMATION

- Date of birth: 22nd march 1997
- Sex: Female.
- Language Known: English, Hindi Marathi.
- Marital Status: Single.
- Nationality: Indian.

Declaration:

I hereby declare that the information given above is correct to best of my knowledge and belief.

Date:

Place:

(Sweety Gulshan Gupta)