**RESUME**

**AARTI SWAPNIL PAWAR**

Royal row house no,2

Near Van Vaibhav stop,

Indira Nagar Email Id :- aartijagdale0605@gmail.com

Nashik:-422009 Contact No :- 8422843822/9326216591

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| **Career Objective** |

To be part of an organization, in which I will be given the opportunities to develop new skills, within an interesting, challenging and enriching environment that is open to innovative business solutions.

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| **Experience of Work** |

**[A] Organization : GBS Associates - Mumbai**

**Duration** **:** 27 January 2015 To 04 February 2017

**Designation :** PAYROLL EXECUTIVE / ACCOUNTS EXECUTIVE

**NATURE OF WORK**

* Knowledge in excel ( vlookup, Hlookup,countif,etc.)
* Preparing calculation& Invoice
* Preparing salary over 1000 employees
* Preparing transfer lists and Writing cheques
* Preparing salary slips
* Preparing PF, PT, ESIC Statements with Summary
* Punching Transfer list Amount in BOI Software
* Uploading ESIC Online
* Keeping day to day records and handling queries of employees
* Preparing data for compliance
* Checking of bills & salary
* Preparing Sales/Invoice Summary & Payment Advice Sheet
* Preparing monthly Outstanding Statement
* Maintain Accounting entries ( sales , payment, receipt, contra, jv)
* Cheque’s deposit in Bank
* Bank Reconciliation.
* Maintain record of Petty Cash , adm’s Imprest
* Documentation filing
* Online taxation payment ( PF, PT, ESIC, ST, TDS)

**[B] Organization: SSF PVT LTD. - Mumbai**

**Duration**: November 2012 To December2014

**Designation**  : ACCOUNT ASSISTANT

**NATURE OF WORK**

* Maintain Accounting entries & bills daily manually & computerized.
* Daily Cash deposit in Bank.
* Preparing Bank Reconciliation.
* Daily maintain account up to finalization.
* Working in Excel & Tally ERP 9.0
* Handle & utilizes Petty Cash & maintain its record.
* Documentation filing

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| **Academic Qualification** |

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| **Sr. No.** | **Name of Examination** | **University/Board** | **Year of Passing** | **Percentage of Marks** |
| 1 | S.S.C. | Kolhapur board | 2006-07 | Ist class |
| 2 | H.S.C. | Mumbai Board | 2008-09 | IInd class |
| 3 | Ty B.Com | Mumbai University | 2011-12 | IInd class |
| 4 | M.com Part 1 | Mumbai University | 2014-2015 | IInd class |

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| **Other Qualification** |

* MS –CIT
* Tally ERP 9.0
* MS Excel, Word, Power Point.
* Typing-

English 30/40 wpm,Marathi 30/40 wpm

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| **Personal Information** |

Strengths : Punctual, Hardworking & Patience

Date Of Birth : June 3, 1992

Marital Status : Married

Languages Known : English, Marathi, & Hindi

Hobbies : Listening Music, Playing Games

I hereby declare that the above information is true and complete to the best of my knowledge.

**Date : Aarti Swapnil Pawar**