

OMKAR DAMGUDE

JR.ACCOUNTS EXECUTIVE

WORK EXPERIENCE

JR ACCOUNTS EXECUTIVE

June 25 to present *Barrierbreak Solutions Pvt Ltd*

- Purchase & utility invoice booking
- GST 2B reconciliation & follow up for invoices
- Monthly bank reconciliation
- Petty cash handling & booking
- Salary account opening of employees
- Vendor agreement
- Credit card entries
- Bank entries

JR ACCOUNTS EXECUTIVE

2024 - 2025 *Indrones Solutions Pvt Ltd*

- Purchase & Sale's invoice booking
- Employees reimbursement
- Bank entries
- BOE submission
- Help in inventory

ACCOUNT'S ASSISTANT

2022-2023 *Mc-Coy architectural systems Pvt Ltd*

- GRN & SRN creation
- Bill booking of transporter, labour supplier & material suppliers
- Site engineer's & supervisor exp booking & reimbursement
- Handling some admin activity for factory

EDUCATION

2018-2021

VES college of art's science and commerce chembur

BACHELORS IN COMMERCE WITH 6.95 CGPA

2016-2018

KBP college vashi

H.S.C WITH 70.60%

CONTACT

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SUMMARY

Jr.Accounts Executive with over 2 years of experience in financial and accounting management. Seeking to contribute my skills in financial analysis, tax reporting, and auditing to support the financial success of a company.

LANGUAGES

- Marathi
- Hindi
- English