

SAURABH VICHARE

Bhayandar, Mumbai | 7977845760 | saurabhvichare131@gmail.com

Highly dedicated Account Assistant with 2+ years of experience in financial operation, accounts payable/ receivable and bank reconciliation. Proficient in Tally prime and Microsoft Office Suite. Proven ability to maintain financial records and resolve billing discrepancies to support efficient financial management

EXPERIENCE

June 2025 – Aug 2025

Account Assistance | School for European Pastry | Andheri

- Processed daily accounting operations including purchase and journal entries
- Bank Reconciliation
- Cheque Filling
- Provident administrative support to the team member
- Checking Stock Item
- Purchase Bill Entries

June 2022 – Sept 2024

Account Assistance | Kerone Engineering Solution Limited | Bhayandar

- Managed petty cash, ensuring accurate record – keeping and reconciliation in Tally
- Day to day accounting operation like that purchase entries, journal entries in Tally
- Communicated effectively with vendors and client to resolve billing and payment discrepancies
- Provided administrative support to the accounting team
- Prepared and maintained financial documents, including invoice and expenses report

EDUCATION

Oct 2020

Bachelor of commerce, St Xavier's – Autonomous, Mumbai

SKILLS

- Tally Prime
- Microsoft Office Suite
- Microsoft Excel
- Bookkeeping
- Office Administration

LANGUAGES

- English
- Hindi
- Marathi

CERTIFICATE

- ICICI Academy for Skill Office Administrative