

RESUME

Jayshree J. Nandoskar
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B-20, flat no 02, Chandresh Accord,
Near sai dham , sliver park,
Mira Road (East) Thane -401107.

To work in an organization which provides a challenging work environment and allows to grow both Professionally and as an individual. To be able to give the very best of me to the organization in exploring New and innovative areas in its field of business.

SUMMARY OF EXPERIENCE & SKILLS

- ☐ 10 years' experience in Accounts and Purchases in Service Industry.
- ☐ Tax Invoices
- ☐ Banking Activities
- ☐ Purchase Orders
- ☐ AMC with Vendor's
- ☐ Statutory Compliances

ORGANISATIONAL SUMMARY

Worked with **Negi Gas Services**

4, Tata Compound, Prabhat Colony, Santacruz East, Mumbai – 400 055 (From Jan 2010 to Jan 2020.)

Working with **Spring India**

Patel Industry, Dahisar East, Mumbai – 400 068 (From Nov 2020 till Date)

Designation: Accountant

- Dealing with Purchase Manager, Finance Head, Chief Engineer, & General manager of Hotels regarding Annual Maintenance Contract of Kitchen Equipment's & Selling Gas Spare parts.
- Removing rates of equipment from the market and sending Quotations to the Hotels, Collages, Schools, Banquets, Hospitals etc as per requirements & Follow up.
- Managing the staff & distributing work to them area -wise on daily basis.
- Making Tax Invoices.
- Accounts Receivables & follow- up for collections.
- Bank Reconciliation.
- Handling day to day Petty cash & maintaining books of accounts.
- Inventory on weekly basis.
- Placing orders to wholesalers & retailers.
- Payments to Vendors.
- Statutory Compliance.

- S.S.C in 2010 from Poddar High School Santacruz West
- S.Y.J.C in 2012 from SNDT Collage Vile Parle East.
- Appearing TYBcom from Mumbai University April 2023.

Additional qualifications

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- Basic Computer Programming
 - Tally ERP9 Accounting Package

PERSONAL DETAILS

Date of Birth	:	23 rd December 1985
Marital Status	:	Married
Address	:	B-20, flat no 02, Chandresh Accord, Near sai dham , sliver park, Mira Road (East) Than -401107