

ROHIT N CHAVAN

A/404 Sai Shraddha Society Near MVM High School Opp Veera
Desai Road Andheri West Mumbai - 400058

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E :
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DOB : 21/08/1997

OBJECTIVE

To show my skills for the job within the environment and ready to face all challenging opportunities & to grow along with company.

EXPERIENCE

YORK'S EQUIPMENT

01/04/2021 - 31/05/2022

Accounts Asstiance

Feeding computerized entries of Bank / Cash / Sale / Purchase in Tally ERP 9 /Tally Prime

- Bank Reconciliation.
- Prepare Monthly Client's Bills.
- Maintaining Billing Data Records in Excel.
- Performed general office duties and administrative tasks.
- Knowledge of PF and ESIC.
- Knowledge of GST Sales Bills & Purchase Bills.
- Prepare data for TDS Return

BA SHETTY CA FIRM /LIC INSURANCE POLICY

01/04/2019 - 31/07/2019

Accounts / Admin

1)Feeding computerized entries of Bank / Cash / Sale / Purchase in Tally ERP 9

2)LIC Policy prepare Data Maintain Records Update to Customers.

12/07/2022

IINA - INTELLIGENT INTEGRATION N AUTOMATION

Account Executive

Zoho Book Software :- All Travelling Expenses Monthly

Purchase order Excell Sheet update

Petty cash expenes daily update

Cash voucher Mantain

Bills & Filling

EDUCATION

MAHARASHTRA STATE BOARD

2013

S.C.D Barifivala High school

Grades - **42.80%**

MAHARASHTRA STATE BOARD

2015

Oriental college Of Commence and Science Andheri West

Grades - **53.23%**

UNIVERSITY OF MUMBAI

2018

M.V.M Degree College of Science And Commerce Andheri west

Grades - **60%**

SKILLS

Well Versed with MS-Office, Excel, Tally ERP 9 / Tally PRIME.

- 1)Ability to work
- 2) Good in team working
- 3) Good communication skills
- 4) Creative and positive thinking,

PROJECTS

E-COMMERCE GROWTH IN INTERNATIONAL MARKET

INTERESTS

Listening music, Cricket, Swimming & Social work.

LANGUAGE

English Hindi Marathi

ACTIVITIES

Social Network

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