

SHREYA J. BANE

411, Mangalmurti Apt.
Ramchandra Nagar, Gandhi Chowk,
Phoolpada Road, Virar (E), 401305.

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Cell: 9673217345

OBJECTIVE :

Seeking a position in an esteemed organization where extensive will be further developed and utilized.

CAREER PROFILE :

- Detail-oriented, efficient and organized professional with experience in Office working system.
- Possess strong analytical and problem solving skills with the ability to make well thought out decisions.
- Excellent written and communication skills.
- Highly trust worthy, discreet and ethical.

EXPOSERS TO COMPUTERS :

Diploma in Computer Application And Accounting Management.
M.S. Office Products (Word, Excel)
Tally 9.2 Version
Networking

WORK EXPERIENCE :

M/S AMRIT CORPORATION

Duration: (AUG 2012 to Dec 2013)

Designation: H R Executive & Account Assistant

Job Profile

- Preparation salary details
- Handling cash voucher
- Preparing all main & sister concern Costing sheets monthly
- Maintaining stock records
- Fund management
- preparation of Profit & Labour details of Export & Import Invoice.

M/S MAHENDRA BROTHERS EXPORTS P. LTD.

Duration : (2 years 7 months)

Designation : Account Assistant

Job Profile

- Data Entry of purchase, sales, bank payments and receipts, Journal entries.
- Preparation of Invoice & Challan.
- Bank reconciliation, handling petty cash
- Preparation of TDS & VAT Payment Details
- NEFT / RTGS of Bank e-Payment
- Fund management

EDUCATION

- Completed B. Com from Mumbai Board with Passed Class.
- Completed H.S.C. in Feb-2004 from Mumbai Board with First Class.
- Completed S.S.C. in Mar-2002 from Mumbai Board with First Class.

LANGUAGE KNOWN

English, Hindi, Marathi

HOBBIES

Reading and Listening Music

PERSONAL INFORMATION

Mrs. Shreya Jagdish Bane

Date of Birth : 01st September 1986.

Marrital Status : Married

Nationality : Indian

Date :-

Place :- Mumbai