

SWAPNALI VISHWANATH TARE

Sitaramnagar, Maratha Sec.32,

Ulhasnagar 421-004

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Summery

- Offering over 3 & half years of experience in **Administration**, 2 & half years in **Accounts**.
- Experience in managing complete backend activities smoothly.
- Experince in preparing day to day invoices like a sales, purchase, receipts, payments, etc.

EDUCATION BACKGROUND:

Course/Degree	Institute / Board	Year of Passing	Grade
B.Com	Mumbai University	2010	II
H.S.C	Mumbai Board	2007	I
S.S.C	Mumbai Board	2005	I

EXTRA QUALIFICATIONS

- ❖ Completed successfully MS-CIT, MS Office - Basic Computer Course (MS Word, MS Excel, MS Power Point & Internet).
- ❖ Full Knowledge of Tally 5.4, Tally 6.3, Tally 7.2 & Tally 9.0.
- ❖ Typing Knowledge – 30 & 40 speed of English Typing & 30 speed of Marathi Typing.

EXPERIENCE

- ❖ Worked as a **“Office Assistant”** at Champing India Pvt Ltd., Thane for a duration 1 year.
 - Maintain Attendance Sheet.
 - Keep records of all employees.
 - Preparin weekly reports & send to the senior person.
 - To conduct all the work of business.
- ❖ Worked as a **“Receptionist & Admin Executive”** at Mahavir Univerce Club House, Bhandup for a duration of 1 & half year.
 - To manage all the activities of the office.
 - Handling company assets like a AC, fan, furniture, stationery, etc.
 - Preparing daily reports of all items.
 - Maintain attendance sheet of all employees.
- ❖ Worked as an **“Account Assistant”** at Graham Information Systems Pvt Ltd., Dadar From Nov 2014 to Nov 2015.

- Preparing invoices like a sales, purchase, receipt, payment, etc.
 - Handling petty cash.
- ❖ Worked as a **“Front Desk Executive”** as well as an **“Admin Executive”** at Oyster Living Company., Kalyan from Nov 2015 to May 2017.
- To conduct all the work of the business.
 - Handling company assets like a AC, fan, furniture, stationery, etc.
 - Preparing weekly/monthly/daily reports of all items. All reports send to the senior admin manager.
 - Maintain filing, preparing data base & reports.
 - To check emails & respond respectively.
 - Prepare Invoices, Letters, & other document.
 - Familier with emails & internet.
 - Keep records of vendor cheque payment.
 - Maintain attendance sheet of all employees.
- ❖ Working as an **“Accountant”** at Graham Information Systems Pvt Ltd., Dadar from Nov 2017 to till date.
- Preparing Cash, Bank & Journal Vouchers.
 - Preparing Bank Reconciliation Statement.
 - Preparing sales, purchase data entry & preparation of sales register.
 - Handling petty cash.
 - Checking Stock details & maintain stock report record.
 - Preparing Party Reconciliation.
 - Preparing Outstanding Debtors & Creditors reports.
 - Knowledge of stock.
 - Knowledge of VAT.
 - Knowledge of GST.

LANGUAGES KNOWN

English, Hindi, Marathi (Speak, Read, Write)

HOBBIES

Cooking, designing cloths, watching TV.

STRENGTH

Hardworking & Polite.

DATE OF BIRTH

7th November 1989

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Date:

Place:

Swapnali Vishwanath Tare

