

PRADNYA TAYADE

Mob. No. : +91-8149675627

Email ID : pradnya.dalimbkar@gmail.com



CAREER OBJECTIVE

To make a sound position in corporate world & work enthusiastically in team to achieve goal of the organization with devotion & hard work.

ACADEMICS

- M. Com. from Mumbai University with 52.00%
- B. Com. from Smt. C. H. M. College, Ulhasnagar (Mumbai University) with 77.00%.
- HSC from Smt. C. H. M. College, Ulhasnagar (Maharashtra State Board) with 63.67%.
- SSC from A. J. Mandir School, Karjat (Maharashtra State Board) with 74.61%.

PROFESSIONAL DEVELOPMENT TRAINING PROGRAM :

SAP FICO MODULE (VERSION ECC 6.0) ; BEYOND LOGICS, THANE

●**Enterprise Structure:-** Define Company, Define Company Code, Define Credit Control Area, Maintain Controlling Area, assign Company code to Company , assign Company code to Controlling Area , assign Company code to Credit control Area.

●**Master Data:-** GL Master , Vendor Master, Customer Master, Customizing etc.

●**Configuration:-** Chart of Accounts, Account group and General Ledger. Accounts for each Company code, Field Status Variant, Fiscal Year Variant, Posting Period Variant, Retained Earning Accounts, Document Types, Posting Keys, Number Ranges for GL Documents, Define Customer Account Group , Tolerance Groups for Employees/Vendor, GL , Payment Terms.

●**Accounts Payable:-** Vendor Account Groups, Create Number Ranges for Vendor Account Groups, Vendor Invoice, Outgoing Payment, Vendor Reports.

- **Accounts Receivables:-** Customer Account Groups, Create Number Ranges for Customer Account Groups, Customer Invoice, Incoming Payment, Customer Reports.
- **Asset Accounting:-** Asset Master creation, Asset Acquisition, Asset Sale, Asset Report.
- **Cash Accounting:-** Create G/L Account for Cash Journal, Define Document Types for Cash Journal Documents, Define Number Range Intervals for Cash Journal Documents, Set Up Cash Journal, Create, Change, Delete Business Transactions, Cash Journal Posting, Cash Reports.
- **Bank Accounting:-** Creation of Bank key, Define House Bank, Assignments of payment methods in House Bank, Assignment of House Bank & Payment Methods in Vendor Master.
- **Controlling:-** Configuration of Controlling Area, Creation of Cost center Standard Hierarchy, Cost Center Group, Cost Center Master, Financial entries using Cost Center.
- **Profit Center Accounting:-** Creation of Profit Center Standard Hierarchy, Profit center Group, Profit Center Master, Financial entries using Profit Center.

COMPUTER PROFICIENCY

MS-CIT : 78.00% (Maharashtra State Board of Technical Education, Mumbai)

Tally ERP 9 : 90.00% (Kelkar's Computer Institute, Dombivali)

Typing : English 30 WPM (Maharashtra State Council of Examinations Pune)

Marathi 30 WPM (Maharashtra State Council of Examinations Pune)

PROFESSIONAL EXPERIENCE

- Worked with Metallurgical India Pvt. Ltd. as Jr. Accountant from 9th May. 2016 to 30th Nov. 2016.

◆ **Duties & Responsibilities:**

- > Maintaining stock record in tally.
- > Reconciles general and subsidiary bank accounts by gathering and balancing

information..

- > Maintain cash book manually as well as in tally.
- > Tally data entry including sales, purchase, receipt & payments.
- Worked with Harsh Enterprise as Jr. Accountant from Oct. 2015 to Feb 2016.

◆ **Duties & Responsibilities:**

- > Tally data entry including sales, purchase, receipt & payments.
- > Corrects errors by posting adjusting journal entries.
- > Maintains general ledger accounts.
- > Reconciles general and subsidiary bank accounts by gathering and balancing information..
- > Handling petty cash, preparing bills & receipts.
- > Preparing debtors & creditors statement.

PERSONAL INFORMATION

● NAME : Pradnya Vishal Tayade
DATE OF BIRTH : 10/12/1993
ADDRESS : Matruchhaya Bunglow Plot No. 27/1, Anant
Nagar, Near Saptashruni Mandir, Badlapur [E],
421 503
LANGUAGE KNOWN: English, Marathi, Hindi.
NATIONALITY : Indian.
MARITAL STATUS : Married
CONTACT NO. : +91-8149675627
EMAIL ID : pradnya.dalimbkar@gmail.com

DECLARATION

I solemnly declare that all the information furnished above is factually correct and true to the best of my knowledge and belief.

Date : May 30, 2019

Place :

A handwritten signature in blue ink, appearing to read 'Pradnya V. Tayade', is centered within a light purple rectangular box.

PRADNYA V. TAYADE