

Curriculum Vitae

AKSHATA PRAKASH PAWAR

B-207, Varadvinayak plaza,
Sector no.-9, Khanda colony,
New panvel (w.),
New Mumbai-410 206

Email Id : **akshatapawar057@gmail.com**

Contact no – **9969878488/9869205885/
02227490097**

Objective:

Be an asset or talent to the team /company / organization through honesty, sincerity and my personal & inter-personnel skills & qualities aiming at the growth of the team / company / organization and make positive difference in the team / company / organization and in return personal gain.

Jobs Experience:

Work Experience: -

1.) **DURATION: 2nd November 2015 to till date.**

Working in MARS PETROCHEM PVT. LTD. - Distributor of **ExxonMobil**

Designation: Logistic Executive (Accounts Department)

Key responsibilities handled

- Prepared sales invoice and various delivery related invoice
- Upkeep of an accurate accounts filing system.
- Presenting the reports to the higher authorities
- Matched order form with invoice.
- Perform general office duties such as filling, answering telephones, and handling routine of corresponds.
- Maintaining journal entry.
- Handled work related to monthly billing and sales reports

2.) DURATION: From 15th Sep. 2013 to 31st October 2015 :

Working in Seven seas airport and seaport management services India Pvt. Ltd.

Designation: Accounts Executive

➤ **Responsibilities:** -

- Maintain All Accounting voucher entry,
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors,
- Maintain Petty Cash Book,
- Maintain day to day Accounts,
- Keep the records of all the transaction,
- Presenting the report to the branch manager.

Education Qualification:

EXAM	BOARD/COLLEGE	YEAR OF PASSING	PERCENTAGE
S.S.C.	MAHARASHTRA STATE BOARD	2008	71.23%
H.S.C.	VIVEK COLLEGE	2010	78.33%
T.Y.B.B.I.	PATKAR COLLEGE	2013	75.16%
M.COM.	MUMBAI UNIVERCITY	2015	AVG.59.00%

B.B.I. – BACHELOR OF COMMERCE WITH (BANKING AND INSURANCE)

Additional Qualification:

Basic of computers:

- MA-CIT
- DIPLOMA IN FINANCE AND ACCOUNTING (D.F.A.)
Content- MS Office (MS Word, Excel, Power Point.)
Accounting Packages: Tally 9.0 DTP, Web Designing, Outlook.

Personal Details:

<u>Date of Birth:</u>	17 th November 1992
<u>Gender:</u>	Female
<u>Religion:</u>	Hindu
<u>Nationality:</u>	Indian
<u>Marital Status:</u>	Single
<u>Language Known:</u>	English & Marathi, Hindi
<u>Hobbies:</u>	painting, listening music

DCLARATION

I am AKSHATA PAWAR do hereby solemnly affirm and state that the above facts are true to the best of my knowledge and belief.

Date: __/__/____

Place: Mumbai

(AKSHATA P. PAWAR)