
RESUME

Miss. SujataSudhakarPatil

Email ID :Patilsujata59@gmail.com

Work Profile:-

1. RCS & Associates (C.A.Firm)

Since: 5th Oct 2017

Post: Account Assistant (Tally)

Responsibilities:-

- **Accounting up to Finalization**
- **Filing of Tax Return – GST Returns, TDS Returns, ROC Filing.**

2. Fortpoint Automotive Mumbai Pvt. Ltd (Automobile Industry – Eicher Dealership)

Since: 21st Sep 2015

Post: Account Assistant (Software used FA)

Responsibilities:-

- **Daily Voucher Data Entry[Vendor bill book in System]**
- **Bank receipt filling and verification with accounts packages**
- **Communication with vendors and customers for outstanding payments**
- **Preparing chequeafter verification with accounts ledger**
- **Verifying vendor bills for liable payment against job done with total outstanding.**
- **Maintain file and record all the payment vouchers physically and virtually**
- **Issuing cheque to the parties after checking bank balance and update the daily sheet.**
- **Daily Bank Reconciliation**

2.F5 Info Services (IT Reseller)

Since: 21st May 2014 to 30th April 2015

Post : Admin Executive

Responsibilities:-

- Preparing Invoice for Customer
- Preparing Purchase Order for Supplier
- Preparing Report of Monthly Sales & Purchase
- Accounting Entries of Purchase & Sales in Excel format
- Handling Petty Cash for Minor Expenses occur in day to day activities
- Take Pricing from Supplier & Prepare Comparison Sheet.
- Telecalling & follow up of Proposal & Payment.
- Maintain Office Attendance Sheet

3. Caliber Point(BPO)

Since 1st Oct 2013 to 31st Nov, 2013

Post : BACK OFFICE

Responsibilities:-

- Data Entry , Auditing and Browsing of Data Entry within time limit

3. R.K Associates (Law Firm)

Since Nov 2011 to May 2013

Post:Office Assistant

Responsibilities:-

- General Admin Work – Making Agreement, Preparing Data of Mortgage Property for lawyer confirmation

➤ Educational Qualification:

CLASS	YEAR OF PASSING	UNIVERSITY/BOARD	Grade
M.COM	April 2015	Mumbai University	2 nd Class
T.Y.B.Com	MAR 2009	Mumbai University(KBP College)	2 nd Class
H.S.C	Feb 2006	Mumbai University(KBP College)	1 st Class
S.S.C	Mar 2004	Pune Board(ICL School)	1 ST Class

Computers Qualification:

- MSCIT
- Excel
- Typewriting English 30 Speed
- Tally

Personal Information:

- Name: SujataSudhakarPatil
- Date of Birth :14th July, 1988
- Marital Status:Unmarried
- Nationality : Indian
- Hobbies : Reading Books
- Contact No: 8080771407
- Email ID : Patilsujata59@gmail.com
- Language : Marathi, Hindi, English
- Address : SudhakarPatil House,
Near NMMC School,
Koperigaon, Sec- 26A, Vashi

Navi Mumbai – 400703.

Place:Vashi

Declaration:

I hereby solemnly affirm that all the details provided above are true to the best of my knowledges.

(Sujata Sudhakar Patil)

Date: