

## **ASHWINI ASHOK PALAV.**

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DOB:-07 Oct 1995.

### **Career Objective:-**

Seeking a position with a dynamic organization where I can learn as well as contribute to the growth of the organization with my skills.

### **Education:-**

YEAR	COURSE	MARKS	SCHOOL/COLLEGE	UNIVERSITY/BOARD
2011	SSC	75%	BHAYANDAR SECONDARY SCHOOL	MUMBAI BOARD
2013	HSC	58%	K.G.MITTAL COLLEGE ARTS AND COMMERCE	MUMBAI BOARD
2016	BCOM	63%	K.G.MITTAL COLLEGE ARTS AND COMMERCE	MUMBAI UNIVERSITY
2019	MCOM	60%	IDOL MUMBAI UNIVERSITY	MUMBAI UNIVERSITY

**Work Experience:-**

**1. ACCOUNT EXECUTIVE :- M.H.DALAL & ASSOCIATE (AUG-2019 to Till Date)**

**Job Role & Responsibilities:-**

- Vendor Reconciliation
- Follow up by vendors

**TOOLS USED FOR PROCESSING APPLICATION:-**

ADVANCE EXCEL.

**2. MIS EXECUTIVE:-SBI CARDS AND PAYMENT SERVICE PVT LTD. (JAN-2019 –AUG-2019)**

**Job Role & Responsibilities:-**

- Prepare application ready for dispatched.
- Back check all applications also doing tracker for application.
- Forward data to telecaller for calling.
- Report mailing to HO related business as per requirement of senior level management.

**TOOLS USED FOR PROCESSING APPLICATION:-**

ADVANCE EXCEL, SBI PORTAL.

### **3. ACCOUNT EXECUTIVE:- TRAVEL LINK.(JULY-2016-JAN-2019)**

#### **Job Role & Responsibilities:-**

- Tally bank reconciliation.
- Ticketing all invoices entries.
- Handled mailing part.
- Handled online payment of rent,credit card,electricity,telephone bills,internet bill.  
Processed vendor payment by check and through RTGS and NEFT.

#### **TOOLS USED FOR PROCESSING APPLICATION:-**

TALLY ERP 9,xlwebpro6,ADVANCE EXCEL.

#### **OTHER SKILLS:-**

- **COMPUTER KNOWLEDGE**

1. Microsoft Office :-Word,Advance Excel
2. Accounting Packages:- Tally ERP9,xlwebpro6.
3. Typing Speed :- 30 English/40 Marathi.

- **LANGUAGE PROFICIENCY**

English,Hindi,Marathi.

#### **Declaration:-**

I hereby declare that the above furnished details are correct and true to the best of my knowledge and belief.

**Date:-**

**Place:-Mumbai**

(Ashwini Ashok Palav)

