**RESUME**

**Aniket Kisan Pawar**

Residential Address: Shri Krushna Nagar Dattakurpa Chawl, Patripool, Kalyan (East)

Mobile : +91 8898509394

Email : [aniketpawar587@gmail.com](mailto:aniketpawar587@gmail.com)

Date of Birth : 30/04/1995

**CAREER OBJECTIVE**

Looking for a challenging role wherein my skills and knowledge can be utilized for the growth of the organization.

**WORK EXPERIENCE**

3**1-JUlY-2018 TO TILL DATE**

Company **S. Ramdas Pragl Forwarders Pvt Ltd.**

Designation Executive Accountant

“S Ramdas Pragil Forwarders Pvt Ltd “(C.H.A No. 11/137) is a leading

Clearing forwarding agency in Mumbai having more than 200 clients.

**JOB PROFILE:**

* Passed the entry of sales invoice (Mumbai Billing), receipts and credit note in Tally ERP.9.
* Making dispatch of prepared bill on daily basis.
* Update invoice details in export packages EMS.
* Party follow up & solve the query of debtors.
* Pending document follow up on mail with concern person. (Mundra, Pipavav, Kolkata).
* Purchase bill check as per Quotation(Fumigation Bill, CFS Bill, Transportation Bill).

**SKILLS AND CERTIFICATES**

**Computer Skills:**

* Microsoft application (Word, Excel, Office. Outlook)
* Microsoft Office Document Imaging and Scanning –Advanced.
* ITI (Computer operator & Programming Assistant).

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXAMINATION** | **UNIVERSITY** | **YEAR** | **CLASS** |
| B.COM | Mumbai University | 2017 | Second |
| H.S.C | Maharashtra Board | 2013 | Second |
| S.S.C | Maharashtra Board | 2011 | Second |

**PERSONAL HIGHLIGHTS**

**Language Skills:** English, Hindi, Marathi.

**Status :** Unmarried.

**Hobbies :** Playing Cricket.

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines.
* Self-motivated Resourceful and innovative with ability to share and exchange learning.
* Excellent oral and written correspondence with an exceptional attention to detail.
* Enthusiastic self-starter who contributes well to the team.

**DECLARATION**

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

**(ANIKET KISAN PAWAR)**