

Pradnya Belsare

Accounts Executive - Reliable Fresh

Pune, Maharashtra - Email me on Indeed: indeed.com/r/Pradnya-Belsare/ba72e32f913485a5

WORK EXPERIENCE

Accounts Executive

Reliable Fresh - Pune, Maharashtra - November 2014 to April 2016

Responsibilities

Bank Reconciliation, Petty Cash, Daily Expenses, Sales and Purchase Entries, TDS, VAT, H Form, Journal Entries, Vendor Payments, Salary Of Employees, Regarding overall accounting and admin work.

Accounts Assistant

Pudhari Publication Pvt. Ltd - June 2011 to November 2012

Job Profile: Daily Expenses, Petty Cash, Sales and Purchase Entries, VAT, Service Tax, Billing, Payment Follow-ups, Bank Reconciliation

Accountant

Care Distributors - January 2007 to March 2010

Job Profile: Junior Accountant, Related Office Work, Handling Customers, Reception, Stock Maintenance

EDUCATION

B.Com

Poona College of Science, Arts & Commerce of Pune University - Pune, Maharashtra

H.S.C.

Poona College of Science, Arts & Commerce of Pune University - Pune, Maharashtra

S.S.C. in Industrial Accountant Plus Course

Hujoorpaga School of Maharashtra Board