

Swati Salunkhe

Admin Executive / Handle - LEAR AUTOMOTIVE INDIA PVT.LTD

Pune, Maharashtra - Email me on Indeed: [indeed.com/r/Swati-Salunkhe/a6eaacaa12d6bc33](https://www.indeed.com/r/Swati-Salunkhe/a6eaacaa12d6bc33)

Handel Files, Day to day Cash Tally, Send-Questions, Inspection Reports, Petty cash tally report, Vouchers, Maintain Registers-Petty Cash, Stock Sales Bill, Outward/Inward Register, Send Purchase order to vendors, attending phone calls, tally software, sales and purchase dept. I declared that above information to be true the best of my knowledge & belief..

Current Job Profile:

- Handle File,
- Petty Cash Tally Report
- Maintain Petty Cash Register.
- Send purchase order to Vendors
- All Accounting Work.
- Maintained the all document records in Hard & Soft Copy.
- Maintain relation with Client.
- Checking all Duty Slip / Kms of Vehicle / payments of vehicle
- Making Summary of Invoice / & Dispatch to Client
- Handle All Driver Salary Excel & Tally Prepare

WORK EXPERIENCE

Accounts Executive

Excetive car rental service - Pune, Maharashtra - April 2016 to Present

Transport/Security /House Keeping / Transport Booking / Budget / Guest Arrangement / Air -Booking /Shift Schedule/ Canteen / Transport route Planning /Maintenance/Admin Budget In lowCost "

Research Report

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INVESTMENT BEHAVIOR AMONG THE INVESTORS"

At Birla Sun life Insurance.

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Production Manager

Production Dept - Pune, Maharashtra

Duration: Two Year

Organization: Shriram Transmission at Bhosari MIDC, Pune

Department: Accountant

Duration: Six Months

Executive

Car Rental Services

ECRS)

Department: Accounts

Duration: Three years

Synopsis: Handle Files, Day to Day Cash Tally reports, vouchers Maintain, Register Petty, Stock Sales bills, Outward/Inward Register, attending phone calls, tally software, sales and purchase dept. Handle All Driver Salary Excel & Tally prepare.

EDUCATION

Ba in Accountant

Pune - Pune, Maharashtra

April 2014 to September 2016

ADDITIONAL INFORMATION

AREAS OF INTEREST

Accounts:

COMPUTER SKILLS

Operating Systems: Windows, DOS / MSCIT

Packages Known: MS Office (Word, PowerPoint, Excel, Tally ERP9)

STRENGTHS

- Hardworking
- Customer End Support
- Transport Billing
- Leadership in organization
- Good interpersonal skill
- Highly Diligent and Committed
- Self motivated