

Tejasvi Rane

Accountant

Thane, Maharashtra - Email me on Indeed: [indeed.com/r/Tejasvi-Rane/fe5a0855e1dbde9f](https://www.indeed.com/r/Tejasvi-Rane/fe5a0855e1dbde9f)

To work with professional organization to get an opportunity to expert my ability, knowledge, skill to organization growth, and personal achievements. To Build my carrier in a progressive organization in a leading position, that will provide me exciting opportunities to utilize my Accounting skills and experience in such a way to add more value to the organization and to learn more about Accounts and Finance.

Willing to relocate to: Mumbai, Maharashtra - Navi Mumbai, Maharashtra - Thane, Maharashtra

WORK EXPERIENCE

Accounts Executive

Network transport pvt ltd - Mumbai, Maharashtra - January 2015 to Present

Accomplishments

All accounts related work

Eg. Bill creating

Payment, Receipt, purchase sales entry

Bank Reconciliation

Skills Used

Tally and excel almost used and company owne software can used in following work

Web Research Analyst

Lester Info services Pvt. Ltd - Navi Mumbai, Maharashtra - April 2013 to February 2015

Job Profile:

- Capturing the USA Public and Private companies data from the company website in excel and formatting & checking the quality of data.
- Capturing the address & Phone number details of provided people information in excel and verifying the data through televerification.
- Identifying the errors and correcting it on live database.
- Preparation & Documation of various Internal & External Reports.
- Project performance summary.

EDUCATION

Accountancy & Finance

Mumbai University - Mumbai, Maharashtra
2010 to 2011

Bcom in Accountant

Mumbai University - Mumbai, Maharashtra
2010 to 2011

Higher Secondary Certificate

Mumbai University - Mumbai, Maharashtra
2007 to 2008

SKILLS

Tally, microsoft office (3 years)

ADDITIONAL INFORMATION

COMPUTER KNOWLEDGE

❖ D.B.M.S.: MS-ACCESS

❖ Packages: MS-Office (Word, Excel, Power point)

Tally 9.0

Typing speed 30 w. p. m

Skills:

Accounts: - Accounts Related works like Data Entry, Ledger Reconciliation, Handling the Suppliers, Branch and Head Office Reconciliation, preparation of Daily Cash and Bank Statement, Salary Preparation and Working (Payroll Working) etc. (ESI & EPF etc)

Knowledge of Bank related works like preparation of Bank Reconciliation, Bank Guarantee monthly Stock Statement etc.

Strength: Good communication and presentation skills.

Hard and smart working and the ability to get the things done under any circumstances.