

AARTI PATWA

Address:-

C-12 Bhagat Singh Nagar

Link Road Goregaon West

Mumbai City-400104

Phone :- 7700025394

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1.5 years of extensive experience in Accounts and Finance Sector. I enjoy the challenges and fast pace of the technology environments. My listening and comprehensive skills allow me to quickly and efficiently learn new software and other technical information. I work well independently as well as a team player.

EXPERIENCES: ORGANISATION WORKED FOR

Jan'23 to Present

QUICKDENT DEVICES PVT.LTD

Accountant

JOB RESPONSIBILITY:

- Manage and oversee the **daily operations of the accounting department** including:
- Sales bill, Purchase bill, E invoice.
- Accounts payable/receivable
- E-Way Bills Generate
- Cash receipts, Bank entry, Bank Reconciliations.
- Coordination and follow up with parties for payments and dispatches through call and mail.
- Mailing Invoices on daily basis, Ledger on weekly basis.
- Generate Sales, purchases, CN, DN, using Tally Prime.
- Coordinating with parties for Dispatches and material availability and delivery.
- Ensure that material should be ready on time and dispatches done on time.
- Coordinating with Courier Company for delivery of material.
- Maintaining inventory in tally and excel.
- Making Quotation in excel.

NOV'20 to Dec'22

SMART DEAL AND INVESTMENT

RECEPTIONIST

JOB RESPONSIBILITY:

- Manage and oversee the **daily operations of Office** including:
- Attending Call and Transferring calls as necessary.
- Maintaining safety and hygiene standards of the reception area.
- Handling queries and complaints via phone, email and general correspondence.
- Taking and ensuring messages are passed to the appropriate staff member in time.
- Coordination and follow up with parties for payments and dispatches through call and mail.

Mar'17 to Oct'20

ARTIZ DIGITAL SOLUTION

BOOK KEEPER

JOB RESPONSIBILITY:

- Manage and oversee the **daily operations of Office** including:
- Overseeing clerical tasks, such as sorting and sending mail.
- Sales bill, Purchase bill in Excel & E invoice.
- Mailing Invoices on daily basis in Excel.
- Generate Sales, purchases, CN, DN, using Excel.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Answering phone calls.
- Taking and delivering messages.
- Ensuring the office runs smoothly.
- Coordinating with parties for Dispatches and material availability and delivery.
- Ensure that material should be ready on time and dispatches done on time.
- Coordinating with Courier Company for delivery of material.
- Maintaining inventory in excel.
- Making Quotation in excel.

SKILLS & APTITUDE

PERSONAL

- Enthusiastic & hardworking
- Well verse in MS OFFICE-2016 (Excel, Word,)
- Well verse in Tally ERP
- Can work efficiently and effectively either individually or as a part of a team
- Adaptable to any given situation
- Quick learner

QUALIFICATION

- B.Com in passed in the year of 2017 (From Mumbai University, Passed with GPA 7.25)
- H.S.C passed in the year March 2014 (From Mumbai University, Passed with 64%)
- S.S.C Passed in the year March 2012 (From Mumbai University, Passed with 62%)
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PROFESSIONAL QUALIFICATION

- MS-CIT from Shamal Computers
- Tally Prime & Tally ERP 9.0 from Shamal Computers

COMMUNICATION

- Can communicate in professional and approachable manner.
- Good interpersonal skills

LANGAUAGES

- Can converse in Hindi, English & Marathi