

# RESUME

## **MONI SUDEEP PATHAK**

A-704 Vishnusai Paradise

Nr. Mayur Hotel, Dombivali

Dombivali (East) 421102

Email id: monipandey1212@gmail.com

Mobile No.:7039613188

### *OBJECTIVES*

To pursue a challenging career in a progressive environment where learning, innovation and Creativity are encouraged, where my skills & knowledge can be enhanced to their maximum Potential to contribute to the overall success and growth of the organization.

### *ACADEMIC BACKGROUND*

DEGREE	BOARD/UNIVERSITY	YEAR	PERCENTAGE
SSC	MAHARASHTRA BOARD	2008	55 %
HSC	MAHARASHTRA BOARD	2010	48 %
BMS	MUMBAI UNIVERSITY	2013	61 %

### *PROFESSIONAL COURSE, COMPUTER KNOWLEDGE*

- ❖ Microsoft office (Word, MS-Excel, MS-PowerPoint).Internet browsing & email.
- ❖ Tally ERP9.

### *PROFESSIONAL WORK EXPERIENCE*

#### ➤ URAVI T & WEDGE LAMPS LTD

Designation: - Marketing Executive

Duration:- 10 August 2018 to Present

#### Job Responsibilities –

- ❖ Daily Invoicing & E Way bills.
- ❖ Monthly Business Schedule updates.
- ❖ Daily dispatch planning with co-ordination of Marketing Manager.
- ❖ Monthly Sales order Creation and Daily sales Bill entry.
- ❖ Monthly QPPM and other Marketing record.
- ❖ Making monthly debtors outstanding Dues Records and follow up.

- ❖ POD Records / daily despatch details updates and email to customer.
- ❖ To Monitor and generate customer wise & Item wise sales Report
- ❖ Monthly business schedule follow up for next month and confirmations.
- ❖ Logistics Information & Co-ordination with transporter for daily dispatch.
- ❖ Checking of Monthly transporter bills.

➤ **SHARP BATTERIES & ALLIED INDS LTD.**

**Designation:-** Accounts Assistance

**Duration:-** 18 November 2014 to July 2018

**Job Responsibilities –**

- ❖ Operating on Tally ERP 9
- ❖ Preparation of bank reconciliation statement
- ❖ Preparation of cheques
- ❖ Handling Petty cash
- ❖ Making payment & Receipt bank reconciliation statement etc.
- ❖ Analysing the revenue and expenditure.
- ❖ Checking of Sales, Purchase, petty cash Voucher.
- ❖ Preparing of Accounts.

<i><b>PERSONAL DETAILS</b></i>
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- ❖ Date of Birth: -02<sup>nd</sup> June 1991
- ❖ Husband Name :- Sudeep Pathak
- ❖ Gender: - Female
- ❖ Marital status: - Married.
- ❖ Nationality: - Indian.
- ❖ Language: - English, Hindi, Marathi\_

<i><b>DECLARATION</b></i>
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I hereby declare that the above Information Provided is True to the best of My knowledge.

Place: - Dombivali

Date: -

(MONI SUDDEP PATHAK)