



Swapnil Shivaji Jadhav

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Address: Room No-101, Pushpak Housing, Sukapur, New Panvel, Pin 410206.

Work experience

Mandar Transport.

Feb 2014 — July 2018

Account Assistant

- Daily Work :
- : Daily Receipt & payment Entry In Tally
 - : Create Freight Bills & Entry In Tally
 - : Accounts Payable Processes & Management
 - : Bank Reconciliation
 - : Maintaining Daily cash book bank book in excel
 - : Maintaining records of daily Receipts, payment
 - : Sale & Purchase Entry In Tally.

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Nov 2013 — Jan 2014

Junior Officer Administration

- Daily Work :
- : Maintaining & Preparing Debit Note & Credit Note
 - : Maintaining & Preparing Sale Return
 - : Preparing Performa Invoice Of Spare Parts, Invoicing
 - : Maintaining records of sales & purchase bill in tally
 - : Other Data Entry Works in excel.

Radha Krishna Roadways Pvt. Ltd
April 2013 — Oct 2014.

Accountant & Administrative Assistant

- Daily Work
- : Maintaining Daily cash book bank book in excel
 - : Maintaining records of daily Receipts payment, Vouchers in tally
 - : Maintaining sales & purchase register in excel
 - : Maintaining records of sales & purchase bill in tally
 - : Other Data Entry Works in excel.

Qualifications

Completed **B.com in Accounting & Finance** with first class (72.67%) from C.K.T. College, Khanda Colony in academic year 2013-14

Completed H.S.C. (Commerce) with first class (62.83%) in academic year 2009-10 from Bharti Vidyapith Jr. College, Belapur.

Completed S.S.C. with first class (73.07%) in academic year 2007-08 from Nutan Vidya Mandir, Mankhurd

Completed MH-CIT in year-2010 -11

Knowledge of windows 98, 2000, xp, vista, win-7 & win-8

Completed Tally ERP. 9 (Advanced tally) From tally academy

Interests

Interacting to people and learn new things.

Visit New Places.

Playing cricket.