



SNEHA SURYAWANSHI

Accounts - Executive | sneha94thorat@gmail.com
+91-88502 85164

OBJECTIVE

Desires to obtain a role as an accountant position to demonstrate hard-working ability to problem solve and handle complex financial tasks within an office environment

SKILLS

- Communication & Presentation Skills
- Organization
- Problem Solving
- Negotiation
- Determination
- Goal-oriented

PROFESSIONAL EXPERIENCE

ACCOUNTS EXECUTIVE • HIMALAYAN AUTO ERA, KOTHRUD - PUNE • JAN 2020 – FEB 2021

Key Responsibilities: Accounting (Sales, Purchase, Bank Statement, Reconciliation), GST (working & e-filing, reconciliation), Vendor Payment & Salary Working

ACCOUNTANT • ASM FINANCIAL SOLUTIONS, PUNE • JUNE 2018 – DEC 2019

Key Responsibilities: Accounting (Sales, Purchase, Bank Statement, Reconciliation), GST (Registration, working and e-filing), TDS (working and e-filing), PTRC, Admin Work (Attendance, Stationary, Petty Cash)

CUSTOMER SERVICE ASSOCIATE (CSA) • DBS MINTEK PVT LTD, PUNE • AUG 2017 – JAN 2018

Key Responsibilities: Resolution of queries regarding documentation & services for customers

EDUCATION

B.COM • 2021 • SHRI KUMARSWAMI COLLEGE, LATUR – YCMOU • CGPA/ PERCENTAGE – 56.11%

DIPLOMA IN COMPUTER TECHNOLOGY • 2017 • VAPM, ALMALA - LATUR • CGPA/ PERCENTAGE – 57.14%

S.S.C • 2010 • SARASWATI VIDYALAYA - LATUR • PERCENTAGE – 61%

SUMMER PROJECT

PROJECT NAME: Mail - Server

Submitted to: VAPM, ALAMA – Latur in 2014

Description: Email communications, Front end – HTML, CSS, JavaScript, Back end – PHP, MySQL



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CURRICULAR ACTIVITIES

- Participation in TECHNICAL WORKSHOP on “RICH INTERNET & MOBILE APPLICATION DEVELOPMENT” organized by Department of Computer Technology – Vishweshwarayya Polytechnic, Almala – from 8th Sep to 10th Sep 2012

CERTIFICATIONS

- Successfully completed MS-CIT Examination from Success Computer Education, Latur in September 2014
- Completed 3 months certification course on “Financial Accounting (Tally ERP 9)” from OMEX Technology, Latur with Grade – A in the month of May 2014
- Completed 3 months certification course on “Hardware & Networking” from OMEX Technology, Latur with Grade – A in the month of April 2013
- Awarded by Government of Maharashtra Intermediate Drawing Grade Examinations with Grade – B held in year 2012 & Grade – A for Elementary Drawing in year 2009
- Successfully completed 1 month Woman Self Defense Training Camp organized by Government of Maharashtra - Directorate of Sports and Youth Service, Latur in year 2009
- Won 1st Prize in Taekwon-Do, Martial Arts organized by Saraswati Vidyalaya, Latur in year 2009

PERSONAL PROFILE

- Full Name: Sneha Pravin Suryawanshi
- Date of Birth: 19/06/1994
- Marital Status: Married
- Language Proficiency: Marathi, Hindi, English
- Hobbies: Travel, Dance, Reading, Listening Music

DECLARATION

I hereby declare that the information furnished above is accurate to the best of my knowledge. I take entire liability for the correctness of the information provided.

(Mrs. Sneha Suryawanshi)