

CURRICULUM VITAE

Name: Priyanka Jayant Bhosale.

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PROFESSIONAL OBJECTIVE:

- To work for an organization wherein I will be able to integrate my skills with my Knowledge and which provides opportunities for constant growth and learning in the benefit of organization and self.
- To enhance my skills as a team player and succeed as an individual.
- Ready to Travel.

QUALIFICATION:

| <u>Sr. No.</u> | <u>Qualification</u> | <u>University/Board</u> | <u>Institution</u> | <u>Percentage</u> | <u>Year of Passing</u> |
|----------------|--|----------------------------|--|-------------------|------------------------|
| 1 | Govt. Diploma in co-opt.& Accountancy | Pune University | Pune | 52.00% | May - 2012 |
| 2 | B.com | Mumbai University | N.G.Acharya & D.K.Marathe College | 53.85% | March - 2011 |
| 3 | H.S.C | Maharashtra State Board | N.G.Acharya & D.K. Marathe College | 60.50% | 2007-08 |
| 4 | S.S.C | Maharashtra | Sadhana Highschool | 54.13% | 2005-06 |

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|--|--|-------------|--|--|--|
| | | State Board | | | |
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CERTIFICATES:

- MS-CIT
- ADVANCE ACCOUNTING WITH TALLY EPR 9
- English Typing 40 W.P.M.
- Marathi Typing Speed 30 W.P.M.

PERSONAL PROFILE:

- **Date of Birth:** 14th July 1991
- **Gender:** female.
- **Marital Status:** Married.
- **Nationality:** Indian.
- **Languages known:** English, Marathi, Hindi.

WORK HISTORY:

ACCOUNT ASSISTANT AND OFFICE ADMINISTRATION ASSISTANT

National Textile Corporation Ltd., Mumbai from February 2012 to Till
Date:

- Maintaining Invoices Sales and Purchases.
- Well versed with Microsoft Office Tool.
- Knowledge of book Keeping, Reconciliation of Expenses vouchers.
- Basic knowledge of GST & E-Way bill.
- Work in maintaining bills on an everyday basis.
- All the Bank Related work.
- Daily entries in Tally ERP 9 Sales Purchase bills, receipts and bank deposit etc.
- Assist with reviewing of expenses, payroll records etc. as assigned.
- Update financial data in database to ensure that information will be accurate and immediately available when needed.
- As needed, assist senior accountants in the preparation of Monthly/ Yearly closings.
- Preparing Monthly Profit and Loss Statement as well as Shortfall report.
- Opened and properly distributed incoming mail to promote quicker response to officials.
- Kept physical files and digitized records organized for easy updating. Applied proper codes to invoices, files and receipt to keep records organized and easily searchable.
- Handling all tender documentation.
- Preparing Notes for sanction/approval tender procedure.
- Follow-up sundry Debtors and Creditors.

- **DECLARATION:**

I affirm that, to the best of my knowledge and belief, all the information in this application form and in any enclosures is true and correct. I understand that you may ask for additional information at any stage of the application process. After selection I will keep to the terms and conditions of the organization.

Place: Navimumbai

Date:

Priyanka Jayant Bhosale.