

RESUME

MISS. DHANASHREE VIJAY KADAM

DOB -17th October 1998

Gender - Female.

Email ID ghanashreekadam5@gmail.com

Mobile - 8291706142

Address –At & Post Koyanavele (Ghot-Camp), Tal. Panvel,
Dist. Raigad, Pin Code -410 208

Objective

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

Work Experience

Company Name: Quarterfold Printabilities

Year: August 2022 to till Date

Designation: **Account Executive**

Job Profile: Account Payable

- Calculation of Cost for Job Work
 - Purchase Order
 - Verification of Invoice with Purchase Order
 - Arrangement of Vendor Payments
 - Ledger Reconciliation
 - Rates Negotiation with Vendors
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Company Name: The Professional Couriers Private Limited

Year: November 2019 to July 2022

Designation: **Account Assistant**

- Bank Reconciliation
 - GST Reconciliation
 - TDS
 - Entries in Tally Software
 - Account Payable
 - Account Receivable
 - Accounting for Charitable Trust
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Educational Details

Degree	Year	Board/University	Percentage/CGPI
M.Com	2022	University of Mumbai IDOL	Pursuing
B. Com (Accounting & Finance)	2019	University of Mumbai	9.22
HSC (Higher Secondary Certificate)	2016	Maharashtra State Board	75.85%
SSC (Secondary School Certificate)	2014	Maharashtra State Board	83.00%

Academic Project

March 2019

Final Year Project

Re-research work on “The comparative study on Financial performance of State Bank of India & Punjab National Bank.”

Skills & Certifications

- MS-CIT.
 - Basic Computer Knowledge.
 - MS Office (Excel, Power point, Word).
 - Advance Tally ERP 9 with GST.
 - Tally Prime
 - Typing Course (30 WPM)
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Personal Information

- Religion- Hindu
 - Marital Status- Single
 - Hobbies – Watching TV, Travelling
 - Language (Spoken & Written)- English, Marathi & Hindi
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Declaration

I Hereby declare that the above written information is true to the best of my knowledge and belief.
