

## RESUME

### SUSHAMA SAGAR MUKE

Add- 55 Janjekar Street, 2<sup>nd</sup> floor,  
Room No.13, Mandvi Koliwada,  
Masjid Bunder (w)

**Email Id-** sush10yevatkar@gmail.com  
**Contact No-** 8291077918

### Career Objective-

I want to work in an environment where I can stretch myself to my full potential.

### Educational Qualification:

| Education  | University/Board                      | Passing Year |
|------------|---------------------------------------|--------------|
| S.Y.B. Com | Jai Bharat College of Commerce Mulund | 2013         |
| H.S.C.     | Maharashtra State Board, Mumbai       | 2011         |
| S.S.C.     | Maharashtra State Board, Mumbai       | 2009         |

### Work Experience-

1. Currently Working in Bhavana Imitation Jewellery Shop As a Accountant. (1st Sep. 2021 to Till Date)
  - Manage all Sales & Purchase Entry in Tally Prime
  - Bank Entry-Payment & Receipts with Reconciliation
  - Making E-way Bill From Portal.
  - Also manage all staff payment
  - Staff attendance report.
  - Manage all debtors & creditors payment.
  - Other Backoffice work
2. Working at **Jasmip Dye Chem** in the Accountant Field as a Tally ERP9 Data Operator. (1st Jan 2021 to 30th August 2021)
  - Manage all Sales & Purchase Entry
  - Bank Receipts & Payment With Reconciliation.
  - Maintain Day to Day Cash Entry Voucher.
  - Making E-way Bill From Portal Side.
  - Also Have little Knowledge about GST Portal to verify with Sales/Purchase Summary.
3. Working at **Omni. Care as a Customer Service Executive** (1<sup>st</sup> November 2016 to December 2020) Work From Home
  - Answering All Incoming and Outgoing Calls & Emails.
  - Manage The Online Website Updation.
  - Follow-up Doctor's and Member's Regarding Consultation.
  - Manage the Invoices for Doctor & Payments.
4. Work as **Administration Executive** in a **Colourentice.Com** Art Gallery. (10May 2014 to 29<sup>th</sup> Feb 2016)- Powai area
  - Manage The Front & Back Office Work
  - Follow-Up Clients and Artists.
  - Manage the Account Department,
  - Manage the Online Website Updation.

5. Work as **Administrative Executive** in a **World Link Travel Service** (1<sup>st</sup> June 2013 to 30<sup>st</sup> April 2014) -Powai Area
- Manage the Back office Work.
  - Managing the office Registers, Files, Inventory, Office Stationery etc.
  - Cold calling, managing office Account,

**Professional Summary-**

Goal oriented Advertising Account Executive who understands the value of cultivating and fostering long-lasting client relationships.

**Personal Details-**

Name: Ms. **Sushama Sagar Muke**  
Date of Birth: 10/12/1993  
Status: Married  
Nationality: Indian  
Languages Knowledge: English, Hindi, Marathi

**Other Qualification-**

- Basic Computer Knowledge.
- Microsoft Office (word, Excel Power-point)
- Internet Browsing.
- Basic Tally ERP. & Tally Prime
- Good Typing Speed.

**Declaration:**

I hereby declare that the above given information is true to my knowledge and belief.

Place: Mumbai

Date: 14th April 2022

Thanking You,

**(Sushama Muke)**