

Durga Sawant

- Talegaon Dabhade, Pune, India 410506
- +91 7709735859
- durgasawant2000@gmail.com

Summary

Entry-level accountant with a 1 year of practice in financial reporting, equipped with Excel skills and a commitment to delivering accurate and timely financial data.

Experience

Accountant

Pradeep Kunachgi & Associate | Pune, India | April 2021 - May 2022

- Reviewed and paid vendor invoice monthly.
- Prepared monthly closing by creating journal entries and reconciling accounts.
Developed technical knowledge through combination of workplace learning and formal study.
- Used various tools like Tally ERP 9, MS Excel, GST Application.
- Performed task of Account writing. Purchase entry, Sales entry, Bank statement.

Skills

- Invoicing and Collection
- Data Processing
- Reconciliation
- Account Writing
- Tally ERP 9
- Ms Excel

Education

Bachelor of Commerce: Accounting

Modern College of Arts Science And Commerce | Ganeshkhind, Pune | 2021

Percentage: 54%

H.S.C.

Fattechand Jain Vidyalaya Chinchwad | Chinchwad, Pune | 2018

Percentage: 60.46%

S.S.C.

Madhyamik Vidyalaya Wakad | Pune | 2016

Percentage: 61.60%

Additional Information

- Marital Status - Unmarried
- Languages - English, Marathi, Hindi
- Hobbies - Cooking, Traveling
- DOB - 01/09/2000

Certifications

- Mahindra Pride Classroom

