



SHRADDHA CHANDE

EXECUTIVE, FINANCE & ACCOUNTS

PERSONAL INFO

4 years of experience in field of finance & accounts, having handled varied responsibilities ranging from petty cash payments, employee payments to handling expense management system (Happay)/OMNI/ONEX, processing vendor payments.

EDUCATION

- **Bachelors of Commerce in Accounting & Finance** **July-2019**
Mumbai University
- **H.S.C** **Feb-2016**
Maharashtra State Board
- Pursuing M.com from Mumbai University.

CONTACT

- ☎ 8879379572
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- 📍 Worli Mumbai-400018

SKILLS

- Well versed with Microsoft office (Word, Excel, Power Point).
- Completed MSCIT & Advance excel course in June 2019.
- Effective public speaker.
- Multitasking and Organizational Abilities

PERSONAL INFORMATION

- Date of Birth - 24/04/1999
- Gender - Female
- Nationality - Indian
- Language Known - Marathi, Hindi & English
- Hobbies - sketching, singing

EXPERIENCE

- **Executive, Finance & Accounts-Svatantra Microfin Pvt.Ltd.** **2019-Present**
 - Seasoned finance professional for 900+ branches, excelling in vendor payments, TDS/GST, and statutory payments.
 - Proficient in Happay, Omni, and Onex for efficient expense management.
 - Expertise in employee training, petty cash, vendor reconciliation, and payment processing.
 - Skilled in handling various payments like TSFO travel, food reimbursement, and internship.
 - Efficiently managed salary and medical advance payments and inventory.
 - Resolved issues for PAN India employees, conducted month-end activities, and handled loan closures.
 - Accomplished in documentation, including voucher filing and general entries.
 - Proficient in Microsoft Office and completed MSCIT and Advanced Excel course in June 2019.
 - Strong multitasking abilities and effective public speaker.