

CHINMAY PAUDWAL

Assistant Accountant

CONTACT

Phone
+91 9049199820 /
7057744212

Location
Kalyan, Mumbai,
India

Email
hy521335@gmail.co
m

TECHNICAL SKILLS

- Tally prime (GST)
- Ms-Excle
- Ms-word
- Typing English & Marathi

SOFT SKILLS

- Communication
- Interpersonal skills
- Leadership
- Problem solving
- Attention to detail

CAREER OBJECTIVES

- To be genuine dedicated professional & looking forward to work in a challenging environment.
- That would provide me an opportunity to improve and skill.

PROFESSIONAL EXPERIENCE

INDIAN AGRO CHEMICALS INDUSTRY PVT LTD.

Assistant Accountant
December2023 - Present

- Preparing invoice
- Preparing sale invoice, delivery challan, purchase order, debit and credit note.
- Preparing sale & purchase excel sheet
- GST Working, , Bank follow up all parties through mail according to due date and sometimes Connected with clients through phone calls.
- Making RTGS, Cheque for vendors payments. Inventory Management Vendors Follow-ups for payment. Company staff salary.
- Follow-ups with the existing and new clients for payment follow-ups. Excel Report Preparation.
- Performing accounts related queries to the customers/parties regarding payments & ledger balancing
- Sending mail, bills and invoices to clients.

ISMAIL YUSUF COLLEGE GOVERNMENT OF MAHARASTRA.

Account & admin
February 2022 - April 2023

PERSONAL PROFILE

Languages : Marathi,
English, Hindu

Date of Birth: 2
January 2001

Gender: Male

Marital Status: Single

Nationality: Indian

Notice period: 15
Days

- Worked on university of Mumbai portal.
- Manage student records, files, and transcripts.
- Manage budgets and cash flows.
- Maintained records of cash transition.
- Worked on Government of maharashtra portal.

GOIANK TEX FBE PVT LTD. (Import and Export)

Office assistant
January 2021- February 2022

- Receives and distributes communications; collects and mails correspondence
- Copies and stores important documents and records.
- Maintains inventory of office supplies and anticipates supply needs; ensures prompt ordering and receipt of supplies and delivers supplies to work stations as needed.
- Provides office communications support by fielding calls, answering questions, forwarding messages, confirming customer orders and keeping customers informed of order status.

QUALIFICATIONS

EXAMINATION	Board/University	YEAR	PERCENTAGE
SSC	Maharashtra State Board	2016	60.00%
HSC	Maharashtra State Board	2018	60.31%
T. Y. B. Com	Mumbai University	2021	O Grade

