

AARTI BAJIRAO MALUSARE

Accountant

Kamothe

Mobile No. : 9594259503

Email : aarumalusare006@gmail.com

OBJECTIVE:-

Seeking a position in an organization with challenging and creative environment that helps to groom my skills while being resourceful in helping my organization.

EXPERIENCE:- 2.6 Months

1. The Fiber Expert (Currently Working)

- Day to day accounting entries (Purchase, Contractors bills, Sales, Bank, cash & Journal entries)
- Daily/Monthly Bank Reconciliation
- Debtors & Creditors Scrutiny & reconciliation
- All ledgers Scrutiny & passing rectification entries
- Monthly online payment & Quarterly return.
- Monthly GST Statement, return & GST 2A reconciliation
- Monthly EPF, ESIC payment & reconciliation
- Debtors & creditors ageing analysis.
- MIS Handling the petty cash Book
- Handling the Expenses for Workers
- Recorded by Sales inventory, Sales entry.
- Recorded by Venders (Purchase Entry).

**2. Accountant Assistant at Syntech Electromech Pvt Ltd.
(Sep 2021 to Dec 2022)**

- Handling the petty cash Book
- Handling the Expenses for Workers
- Recorded by Sales inventory, Sales entry.
- Recorded by Venders (Purchase Entry).
- Recorded by GST portal data.
- Uploading by EPF Monthly Payment
- Uploading by ESIC Monthly Payment

**3. Junior Accountant at Metal Care Incorporate Godrej Group
(Nov 2020 to Aug 2021)**

- Handling day to day accounting activities.
- Handling GST (Input and Output Tax Invoices).
- Reporting debtors and accounting adjustment.
- Preparation of financial statements.

4. Tally Accountant Vaishnavi associated

- Handling Bank statements.
- Maintaining day to day book keeping.
- Observing data analysis.

EDUCATION DETAILS:-

Qualification	Specialization	Board / UNI	Year	Percentage
TY(BAF)	Commerce	Mumbai University	2020	Grade - B+/7.84
HSC	Commerce	Maharashtra State Board	2017	60.00%
SSC		Maharashtra State Board	2015	67.60%

SOFTWARE SKILLS

- Tally Prime
- ERP Software
- Excel
- PowerPoint

CERTIFICATIONS:-

- MS-CIT – Successfully completed MS-CIT with 73%.
- Tally – Successfully completed Tally with 61%.
- GST – Successfully completed GST with A grade.

ACHIEVEMENTS:-

- Secured First Class throughout my Educational Qualification.

CAREER SKILLS:-

- Dedicated
- Action and Results Oriented

STRENGTHS:-

- Team Player
- Positive Thinker
- Quick Learner
- Music

PERSONAL DETAILS:-

- Language known : English, Hindi, Marathi.
- Date of birth : 29/03/2000.
- Marital Status : Single.

Aarti Malusare