

Curriculum Vitae

Name :- Mrs. Suchita Jayesh Khobrekar
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CAREER OBJECTIVE :

Keen to work in an exciting and professional environment with continuous learning and development, and gain competence to justify the opportunities and tasks that I come across.

EDUCATION:

<i>Year of Passing</i>	<i>Qualification</i>	<i>Class Obtained</i>	<i>Institute/ University</i>
April 2016	M.COM	First /63.00%	Mumbai University (IDOL)
April 2010	B.Com	Second/53%	R. A. Podar College, Matunga Mumbai University
February 2007	H.S.C. (Commerce)	First/ 60.00%	R. A. Podar College, Matunga Mumbai University
March 2005	S.S.C.	First/68.00%	Snehalata Rane High School, Dadar-Mumbai

WORK EXPERIENCE :

Working as Account Executive in Technovalue Solutions Pvt.ltd from 11-1-2019 to till

- Online Payment of Utility Expenses Entries Such as Electricity Bills, Telephone Bills, MTNL Bills etc.
- Maintaining records of , Purchase invoices, Sales, Delivery Order,Debit note, Credit note, Contra, Receipt & Payment in Tally ERP 9.
- Making cash & bank Voucher, Bank Reconciliation.
- Making Report of Sundry Debtors , Sundry Creditors. Booking Sales exports bills. Weekly Sundry Creditors Reports and Debtors Pending Reports
- Making details of Monthly TDS working and Payment.Salary Payment ,ESIC Payment, PT payment .
- Online Payment of Parties and Making the Entries in Tally.
- Working Gstr2 B (b2b) Match with tally purchase.Provide Sales and Purchase Data to CA on monthly basis.
- Making Foreign Remittance for payment and provide relevant document to BANK and Booking the Import in system.

Worked with Record Clothing From Sep. 2013 To March 2018 as Account Assistant

Job Profile :

- Made Entries of Cash Vouchers and Bank Voucher in Tally ERP9
- Maintained Monthly Bank Reconciliation and Printing work for the same.
- Filling Received Cheques and Payment Cheques Xerox.
- Update all Entries in Tally ERP9 such as Purchase, Sales, Receipt, Payment and Maintain Manually Records of Sales Register and Purchase Register.
- Maintain Imprest Entries and Expenses Entries Such as Electricity Bills, Telephone Bills, Rent Bill.
- Follow up to debtors for payment.

COMPUTER PROFICIENCY:

- MS-OFFICE (MS-Word, MS Excel, MS Access, MS Power Point, Internet Operations).
- Tally ERP 9
- Advance Excel
- MS-CIT (Government recognized course). From keerti computer institute
- Typing 30 and 40 wpm in Marathi and English.

Name :- Mrs. Suchita Jayesh Khobrekar
Date of Birth :- 12th August 1989.
Marital Status :- Married.
Language Proficiency :- English, Hindi, Marathi.

Declaration: I hereby Declare that all the information above are correct to best of my knowledge.

Date: - / /
Place: -

Mrs. Suchita J. Khobrekar