

RESUME

Mrs. Priyanka Ajit Khaire.

Laxmi darshan, Room no- 3,
A-wing, Din dayal cross road,
Thakurwadi, Dombivli (w)
Mob. No. 7021308916/9664182891
Email ID:- priyankabane21@gmail.com

OBJECTIVE

- ❖ To obtain a challenging position & to achieve all goods through hard work.
- ❖ Strong commitment and ability to be flexible in learning environment.

WORK EXPERIENCE

Total work Experience 7 Years

- ❖ **Organization : Jagganath Gangaram Pednekar Jewellers Pvt. Ltd.**
Designation : Back Office As A Computer Operator
Work Period : April 2013 to Nov-2016
- ❖ **Organization : ANJA JEWELS.**
Designation : Order Dpt.
Work Period : Dec 2016 to Nov 2018
- ❖ **Organization : Aircon Pneumatics**
Designation : Accountant.
Work Period : Jan 2019 to Till Date

JOB RESPONSIBILITY

- ❖ Data Entries in Tally ERP 9
- ❖ Bank Reconciliation.
- ❖ Preparing Purchase & Sales Invoice.
- ❖ Distribute Staff & Workers salary.
- ❖ Debtors & Creditors Ageing.
- ❖ Preparing Purchase Order, Proforma Invoices, Handling Dispatch.
- ❖ Handling incoming & outgoing calls, inward & outward courier
- ❖ Maintaining Inward/Outward Register.

EDUCATIONAL QUALIFICATION

- ❖ **Pass S.S.C From Mumbai Board in 2007**
- ❖ **Pass H.S.C From Mumbai Board in 2009**
- ❖ **Pass T.Y.B.Com From Mumbai University in 2013**

ADDITIONAL QUALIFICATION

- ❖ **MS-OFFICE – (MS-EXCEL, MS-WORD, MS-POWERPOINT)**
- ❖ **MS-CIT**

PERSONAL PROFILE

Date of Birth : 25th June 1991
Nationality : Indian
Marital Status : Married
Gender : Female
Languages Known : English, Hindi & Marathi

Date:

Place: Dombivli

Priyanka A Khaire.