**BHAVANA CHANDRAKANT PAWAR**

ROOM NO 1, KASHIBAI CHAWL, TELLI GALLI X ROAD, ANDHERI EAST, MUMBAI – 400 069.

 **OBJECTIVE**

To expand my horizons, utilize and contribute my experience, knowledge and potentials towards the growth and development of your organization and myself

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **SPECIALISATION****OR SUBJECTS** | **UNIVERSITY / BOARD** | **GRADE** |
| T.Y.B.COM | Commerce | Mumbai |  Pass |

**SOFTWARE PROFICIENCY**

* Expert In Operating Financial Packages Like Tally 4.5, Tally 7.2,Tally 9.ERP, MS Excel
* Basic Office Automation
* Expert In E-Mail, Internet Surfing & Windows XP

**JOB SUMMARY**

|  |  |  |
| --- | --- | --- |
| **ORGANISATION** | **PERIOD (Year)** | **REASON FOR QUITTING** |
| 1) Dedhiya & Co (CA Firm)  | 4.5 Years | Better Job Prospects |
| 2) S.J.Thadani & Associates (CA Firm) | 1 Year | Better Job Prospects |
| 3) Fortune Cookie India | 10 Years & still working | **---** |

### JOB DETAILS

**ORGANISATION 1 :** Dedhiya & Co. (CA FIRM )

**DESIGNATION :** Accountant

**JOB PROFILE :**

* Maintenance of routine accounts of firm & individuals
* Expert in Tally ERP. 9 (Sales entry, Purchase entry, Journal entry,Bankbook, Cashbook, Petty Cash book, shares & calculating Gain & Loss.
* Bank Reconciliation.

**ORGANISATION 2 :** S.J.Thadani & Associates (CA Firm)

**DESIGNATION :** Accountant

 **JOB PROFILE :**

* Maintenance of routine accounts of firm &individuals
* Expert in Tally ERP. 9 (Sales entry, Purchase entry, Journal entry, Bankbook, Cashbook, Petty Cash book.
* Preparation of Working & Challan of TDS , Service Tax& Bank Reconciliation
* Debtors & Creditors Reconciliation
* All types Of Banking Work,

**ORGANISATION 3 :** Fortune Cookie India

**DESIGNATION :** Manager & Accountant

**JOB PROFILE :**

* Maintenance of Accounts.
* Expert in Tally ERP. 9 (Sales entry, Purchase entry, Journal entry, Bankbook, Cashbook, Petty Cash book).
* Follow up with the Clients.
* Debtors & Creditors Reconciliation.
* Valuation of Stock & Maintaining of Stock.
* Bank Reconciliation Statement.
* GST Working.
* General Office Management.

#### PERSONAL DETAILS

**Date of Birth :** 14th December 1985

**Email Id :** sonipwr@gmail.com

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGES** | **READ** | **WRITE** | **SPEAK** |
| English |  |  |  |
| Hindi |  |  |  |
| Gujarati |  |  |  |
| Marathi |  |  |  |

**Languages Known :**

**Contact Number :** 9819013545

**Hobbies :** Singing & Reading Book

**Place** : MUMBAI

**Date :**

**(Bhavana C. Pawar)**