

ASMITA FOUZDAR

Manjri Greens Annexe.

Hadapsar, Pune- 412307

Phone - **9109845246**

Email - **asmita.fouzdar.jbp@gmail.com**

Hardworking banker working as Finance and Accounting Executive. Proficient in managing all accounting transaction, handling monthly, quarterly, and annual closings and reconciling accounts payable and receivable. Capable of maximizing satisfaction and revenue through hands on service and support.

EXPERIENCE

JANUARY 2019 – OCTOBER 2022

FINANCE AND ACCOUNTING EXECUTIVE, BANDHAN BANK

- Helped with accounts receivable, payable, and bank statement reconciliation and balance sheets accounts reconciliation.
- Prepared financial reports, such as balance sheets and income statements, invoices, and other documents
- Assisted with research, filing, data entry, and recording and maintaining accurate and complete financial records
- Ensure operational compliance with policies, procedures and regulations for any necessary entities, and process vendor payments and check request.

EDUCATION

JUNE 2016

BACHELOR OF COMMERCE, ST ALOYSIUS COLLEGE JABALPUR

Major – Accounting

Percentile – 65 %

JUNE 2017

**POST GRADUATION DIPLOMA IN COMPUTER APPLICATION(PGDCA), SURYA ACADEMY
BHOPAL**

Percentile – 77 %

APRIL 2018

POST GRADUATION DIPLOMA IN BANKING, NIIT JABALPUR

Percentile – 70 %

SKILLS

- **Financial Planning and Analysis**
- **Balance Sheet Reconciliation**
- **Accounts Payable and Receivable Management**
- **Accounting & Economics**
- **Team Coordination**

SOFTWARE SKILLS

- Microsoft office
- Excel
- FIS
- Tally
- Documentations

PERSONAL DETAILS

- | | |
|----------------|-------------------------------|
| Father Name | - Late. Mr. Mohan Fouzdar |
| Date of Birth- | - 27 th April 1995 |
| Language Known | - English & Hindi |
| Marital Status | - Married |
| Gender | - Female |
| Nationality | - Indian |

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