

POOJA SANKET RITHE

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📍 Nashik, Maharashtra

CAREER OBJECTIVE

Seeking an entry-level finance position to utilize my strong analytical skills, financial knowledge, and academic training to support the financial operations and strategic goals of a reputable organization.

EXPERIENCE

JAN 2023 –JUL 2023

BACK OFFICE EXECUTIVE,

CME INFOTECH - NASHIK, MAHARASHTRA

- Analyzed competitor pricing and developed strategies to outperform competitors and increase sales. also created template in HTML to insert in product.
- Created feed file for google merchant and listed new product on company website.
- Performed office tasks, such as filing, delivering mail, answering emails and phone calls, Updating spreadsheets and data entry.
- Sent WhatsApp promotions to German customers.
- Prepared and sent weekly employee reports to the manager.

DEC 2020 –APR 2022

BACK OFFICE EXECUTIVE,

ROONGTA BUILDCON LTD- NASHIK, MAHARASHTRA

- Handled essential office tasks including filing, mail delivery, responding to emails and phone calls, updating spreadsheets, and data entry.
- Managed office operations such as ordering stationery and handling annual maintenance contracts of office assets.
- Maintained records of office vehicle petrol usage, petty cash, and insurance documents of employees and office vehicles and renewal processing, tracked employee attendance and prepared salary sheets.

DEC 2019 –NOV 2020

BACK OFFICE EXECUTIVE,

JACQUAR SERVICE CENTER- NASHIK, MAHARASHTRA

- Performed comprehensive bookkeeping, including managing credits and collections, preparing financial statements and bills, and maintaining financial records.
- assigned daily tasks to technicians and ensured timely completion of their work.
- Maintained employee attendance records and prepared salary sheets.
- handled GST software, creating and managing bills within the system.

DEC 2018 –OCT 2019

CASHIER

VANASHREE MAHILA SAHAKARI PATSANTHA- NASHIK, MAHARASHTRA

- Managed financial operations by maintaining accurate cash transaction records and preparing detailed weekly and monthly reports.
- facilitated loans to small vendors by managing the necessary documentation. also resolved customer complaints and provided guidance, enhancing customer satisfaction and service quality.

EDUCATION

AUGUST 2023

M.B.A (Finance) P.V.G COLLEGE, NASHIK

APPEARED

OCTOBER 2022

B.COM, K.T.H.M COLLEGE, NASHIK

PERCENTAGE- 70%

FEB 2019

H.S.C, K.T.H.M COLLEGE, NASHIK

PERCENTAGE- 65.08%

MAR 2017

S.S.C, SUKHDEV SCHOOL, NASHIK

PERCENTAGE- 84.20%

SKILLS

- Document and file management
- Leadership
- Multitasking and time management
- Cash handling
- Tally ERP. 9
- Bookkeeping
- Problem solving
- Excellent interpersonal and communication skill
- Task allocation
- Decision making and team work

LANGUAGES

- Hindi
- English
- Marathi