

SNEHAL NIKHIL KAMBLE
H.I.L.COLONY B-101
CHAMBHARLI, RASAYANI-410207.

Contact No. - **+91-9960064837/75178 77640**

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Goals and career Objective:

Challenging carrier in the field of a dynamic environment that allows me to utilize my inherent Strengths and acquired skills to the fullest and where my desire and drive to succeed will contribute to the organization growth and profitability.

Work experience

Current Working

Organization : LINIA ENGINEERING SERVICES

Designation : Accountant

Site : Panvel

Duration : from Oct 2020 to till date

Job Role Description:

- Maintain all sales & Purchase **GST** bill Entry in tally ERP .
- All work relatated Bank Guarantee.
- Maintain company owner personal account and other work related accounts.
- Preparations of **Sales invoice** as per cost rules etc.
- Preparation of **Bank reconciliation statement**, updating Bank statement in **Tally ERP 9.0**
- Maintain **sales invoice and purchase** record daily follow up with vendor etc.
- Handling **Petty cash & customer cash** with records _
- Co-ordinate with customer cash with records
- Voucher Entries, **Posting of Receipt & Service Bill Entry In Tally ERP 9.0**

Previous experience

Organization : INNOFITT SYSTEMS

Designation : Accountant

Site : Vashi

Duration : from November 2016 to March 2020.

Job Role Description:

- Maintain all sales & Purchase **GST** bill Entry in tally ERP .
- All work related to **Online tender submission** to Indian Navy and others.
- Maintain company owner personal account and other work related accounts.
- Preparations of **Sales invoice** as per cost rules etc.
- Preparation of **Bank reconciliation statement**, updating Bank statement in **Tally ERP 9.0**
- Maintain **sales invoice and purchase** record daily follow up with vendor etc.
- Handling **Petty cash & customer cash** with records _
- Co-ordinate with customer cash with records
- Voucher Entries, **Posting of Receipt & Service Bill Entry In Tally ERP 9.0**
- Giving report to Company's **Chartered of the month Accountant at the end**

Organization : CHOUDHARY & CO. (Tax & management consultants)
Designation : Accounts Executive
Site : Rasayani
Duration : from Jan. 2013 to Aug 2016

Job Role Description

- Preparations of Sales invoice as per cost rules etc.
- Preparation of **Bank reconciliation statement**, updating Bank statement in **Tally ERP 9.0**
- Maintain **sales invoice and purchase** record daily follow up with vendor etc.
- Handling **Petty cash & customer cash** with records
- co-ordinate with customer cash with records
- Voucher Entries, **Posting of Receipt & Service Bill Entry In Tally ERP 9.0**

Pervious experience

Organization : CFA PIPE FITTING CO.
Designation : Accounts Executive
Site : Taloja (Navi Mumbai)
Duration : June 2011 to June 2012

Job Role Description

- Follow up & **recoveries of debtors outstanding**
- Maintain and **Monitor day to day Cash expenses.**
- Process payments to **staff members, consultants, temporary employees,**
- **other claimants.**
- Check all **receipts and payments are in accordance with financial rules**
- Maintain expense account of **all personal and business expenses** of the Director
- Provide assistance in **Financial and Tax audits etc.**
- **Monthly reconciliations** of various bank statements etc
- Calculation of Salary for all the resources.
- Ensure that **financial and accounting documents / records are maintained.**
- Preparing **bank reconciliations reports** and sending the cheques and documents by courier
- Giving report to Company's **Chartered of the month Accountant at the end**

Academic qualification

- **MBA in finance from YCMOU University in 2021.with 85%**
- **B. (Accounting & finance) from C.K.T College from University of Mumbai in 2010 with 75%**
- **HSC from H.O.C College of Rasayani from University of Mumbai in 2007 with 68.33%**
- **SSC H.O.C College of Rasayani from University of Mumbai in 2005 with 56.13%**

Soft skills

- Hardworking, loyal, easy adaptation to situation, punctuality, quick learner.

Strength

- Good Communication Skill,
- Good in giving Presentations etc.
- Ability to lead team and handle group events effectively to achieve an assumed goal.

Technical skills

- Advanced ERP Tally 9.0.
- Operating Knowledge in Windows, Ms –Word, Excel & Ms – PowerPoint.
- ICWA computer training(Visual Basic ,SQL,MS Access) **secured 'A' Grade**
- Conversant with the Internet and E-mail applications

Personal Information

Date of Birth : 05 December, 1989.
Sex : Female.
Status : Married.
Nationality : Indian.
Languages known : English, Hindi, Marathi.
Interest : Playing keyboard, listening music, dancing
Current CTC : 18000 pm
Expected CTC. : up to 25000pm

I hereby declare that the above information is true and correct to the best of my knowledge.

Place: Rasayani

Yours Faithfully,

Date:

(Snehal Nikhil Kamble.)