

ACCOUNT ASSISTANT

Sunita Panse



PROFESSIONAL SUMMARY

I am an experienced Account Assistant with 5+ years of experience in accounting and finance. My strongest qualities are my ability to manage multiple tasks, accuracy in data entry, and excellent time management skills. I am an organized team player who is passionate about helping the organization meet its financial goals. During my tenure, I have successfully handled accounts payable/receivable, payroll processing, bank reconciliation and month-end close processes, as well as conducted financial audits. My biggest achievement has been successfully heading the process of implementing new accounting software which improved efficiency and accuracy. With strong analytical and problem-solving skills, I am confident that I can make a significant contribution to any organization.

EXPERIENCE

Infotech india Pvt Ltd, Account assistant, India, Pune

2017 - 2018

During my time at Infotech India Pvt Ltd, I gained valuable experience as an Account Assistant. I was responsible for assisting with financial tasks such as bookkeeping, budgeting, and invoicing. I also helped maintain accurate records and assisted with preparing financial reports.

- Assisted with bookkeeping and budgeting
- Maintained accurate financial records
- Prepared financial reports
- Collaborated with team members on projects
- Communicated with clients regarding invoices and payments

S R Sales and Services, Account assistant, India, Pune

2018 - Now

+971504349056

sunitapanse2020@gmail.com

Dubai, Dubai, Al quasis

SKILLS

Creativity

Teamwork

Data Entry

Bank Reconciliation

Accounts Payable/Receivable

Accounting

Invoicing

LINKS

LANGUAGES

English Hindi Marathi Kannada

HOBBIES

Reading

Cooking

PERSONAL INFO

Date of birth:
13 April 1991

As an Account Assistant at S R Sales and Services in India from 2018-03 to 2023-08, I was responsible for managing financial records, performing data entry and analysis, and assisting with budget planning. In this role, I gained experience in bookkeeping and financial reporting, honed my attention to detail, and developed strong communication skills through regular interaction with clients and colleagues.

- Managed financial records
- Performed data entry and analysis
- Assisted with budget planning
- Gained experience in bookkeeping
- Developed strong communication skills

EDUCATION

Bachelor of Arts (BA), Shivaji University, India,
Kolhapur
2012 - 2013

COURSES

Tally, Mumbai
2014

M S Power Point, Mumbai
2015

CUSTOM

Place of birth:
Sangli Maharashtra

Nationality:
Indian

Driving licence:
No