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Respected Sir,

This is reference to our telephonic talked held on day before yesterday regarding Job vacancy in your esteemed company.

As you can see, I have had extensive vacation work experience in office environments, in various sector like Education, Co-operative Banks, Automobiles giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile.

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. I would be grateful if you go thr. my attached CV .

Yours sincerely

SHEETAL CHAUGANJKAR

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| **Skills** | **… ……………** |

* Manage all financial and managerial accounting activities, including:  
          -Monitor all payables according to policies and procedures, and follow up with concerned internal & External parties on receivables  
      -Preparing quarterly and yearly financial statements and analyse variances.  
      -Manage monthly accounting procedures including salary payments, bank account balancing and reconciliation, etc.
* Perform financial analysis and generate periodical reports and any other reports as requested by the management
* Supervise accountants team in performing daily account work
* Monitor cash flow to ensure the maintenance of a healthy cash position
* Manage and maintain fixed asset and depreciation records
* Import –Export Business Activities

- Handling Export related work , Banking

- contact to Buyers

- CHA related works and any others

* Familiar with MS Word and Ms Excel.



**Sheetal Chauganjkar**

**RH -118 Sector D , Treasure Fantasy , Cat Road , Near Surya Mandir , INDORE (M.P.)**

**INDIA - 453331**

**Mobile No:- +91 6261553317**

**Email** [**– sheetal.chauganjkar@gmail.com**](mailto:–%20sheetal.chauganjkar@gmail.com)

**Gender:- Female**

**Passport No**:- U**3784961 / DOE- 13/01/2031**

**D.O.B. – 14/07/1986**

**ExperienceDetails**

Total Experience:- 15 Years

Expected CTC :- As per Norms

Skills:- Accounts , Office Clerk

**Professional Experience**

* **At Present – ABD Visava Overseas Pvt Ltd , Indore , India**

**From Dec 2023 To Till Date**

* **Choithram International IB World School**, **Indore, India**

**Accounts Assistance, From sep 2011 To Jan’20.**

* **Patel Motors (India) Pvt Ltd. Indore , India**

**Accounts Assistance, From May 2010 To Sept 2011**

* **Satya Mitra Mercantile Co Op Bank , Indore , India**

**Office Assistance From March 2007 To Apr 2010**

* **B. K. Mittal & Co .**,**Indore, India. (Chartered Accountant - Training)**

**Office Assistance, From Apirl 2003 To Feb 2007**

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| **Education ……………………………** | |  |  |  |
|  |  |  |  |  |  |
|  | **Course** | **Specialization** | **Institute** | **Year of Passing** |  |
|  | B.Com | Accounts | Govt. Girls College , Indore | 2006 |  |
|  | H.S.C | Commerce | Madhav Vidhya Peeth , Indore | 2003 |  |
|  | S.S.C | General | Madhav Vidhya Peeth , Indore | 2001 |  |