

PATTARIYAR ARCHANA RAMAN

EDUCATION

University of Mumbai

2021-22

Mcom
73.5%

SIES COLLEGE OF COMMERCE AND ECONOMICS

2020

TYBBI
7.91 CGPA

Maharashtra State Board of Secondary and Higher Secondary Education

2017

HSC
74.15%

Maharashtra State Board of Secondary and Higher Secondary Education

2015

SSC
79.20%

EXPERIENCE

Borkar and Shenoy

Accountant
General Accounting in Tally ERP 9
GST Monthly Payment and Quarterly Returns
PT payment
Preparation of GSTR Reconciliation
Partnership Registration
Gumasta License
GST Registration

BR Steel Products PVT LTD

Present -

Accounts Executive
Purchase Bills Booking in Tally Prime
Daily Sales Report and Debtors Outstanding Report
Salary and Wages Calculation
GST data working
Vlookup, Pivot Table

COURSES

Advanced Excel
Tally

ADDITIONAL INFORMATION

Home Tutor
5+ years' experience tutoring CBSC Students.

TRAINING AND CERTIFICATION

Antarang careerReady programme

CONTACT

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8268342209

B-106, Vastu Vrindhavan CHS, Plot
No. 30, Sector 8-A, Airoli Navi
Mumbai 400708

ACHIEVEMENTS & AWARDS

Presented a project report of The Department of Lifelong Learning and Extension (DLLE) by conducting a survey on 'Status of Women in Society' (2019-2020)

Presented a research paper titled 'Emoji and IPR' in the one day state level seminar on "Intellectual Property Rights" at SIES College of Commerce and Economics. (2018-2019)

LANGUAGE

English Hindi Marathi Tamil

PERSONAL DETAILS

Date of Birth : 26/03/1999

