

CURRICULUM VITAE

PRIYANKA RITESH PANCHASARA

Parment Add: 18/206, Shree Shashwat Pleasant Park Mira Bhayandar Road
Miraroad East 401107

Current Work Experience:

Currently Working at POLYCOAT International as a Billing Executive. /Account Executive (AUGUST 2021 TO TILL DATE) Andheri (E)

- Making Tax Invoices/E-Waybills
- Sales & Purchase Entries
- Voucher Entries/GST Data
- Maintain Party Ledger. Payment follows up with client.
- Coordination with party for order.

Previous Work Experience:

Working at Comet Brass Products as a Back-office Executive (APRIL 2016 TO JULY 2021) Goregaon (E)

- Working on products for Purchase Order.
- Maintain records of goods ordered and received.
- Making Waybills, Payment Follow-up, Invoice Registration on Portal.
- Updating stock report.
- Coordinate with Client, Dispatch Details, Test certificate
- Export Documents, Staff Salary

Previous Work Experience:

Working at Eagle Security & Personnel Services as a Back Office cum Billing (2 Year) Andheri (E)

- Staff Salary
- Security Guard Taking Attendance on Daily Basics
- Making Invoice, Guard Salary
- Site Guard Arrangement

Previous Work Experience:

Working at Shri Nidhi Trading Company Back Office Executive cum Receptionist (1 Year) Kandivali (E)

- In charge of all front desk operations, Attending incoming and outgoing calls
- Responsible for dispatching courier mails and keeping a record of them.
- Trading As per Call

Previous Work Experience:

Working at Pranav Publicity Back Office Executive cum Receptionist (6 Month) Kandivali (E)

- In charge of all front desk operations, Attending incoming and outgoing calls
- Responsible for dispatching courier mails and keeping a record of them.
- As per Client Requirements Writing Add

Educational Qualification:

- SSC
- HSC
- FYBCOM

Additional Qualification:

- ❖ Knowledge of computer (Word, Excel, PowerPoint)
 - Typing Speed – 30 wpm.

Inbuilt Skill:

- Honesty.
- Hard Working

Personal Details:

Mobile No :7715959441
Email ID :bharadiyapriyanka@gmail.com
Date of Birth :11/05/1995
Religion : Hindu
Nationality : Indian
Marital Status : Married
Hobbies : Reading/Music
Mother Tongue : Gujarati
Language Known : English /Hindi/Marathi/Gujarati

Declaration:

I hereby declare that the above-mentioned information is true and correct the best of my knowledge. Looking forward for the better career to grow my interpersonal skill and a place where there is potential to learn, deliver the best of my skill and knowledge.

PLACE: MUMBAI

Yours Faithfully

DATE:

(PRIYANKA PANCHASARA)