

## CURRICULAM VITAE

### Name : Shruti Sunil Parab

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### OBJECTIVE

Aim to be associated with a progressive organization that me the scope to apply my knowledge and to involve myself as a part of the team working dynamically towards to growth of the organization.

### EDUCATIONAL QUALIFICATION

EXAMINATION	BOARD/ UNIVERSITY	PERCENTAGE	YEAR
T.Y.B.A&F	MUMBAI UNIVERSITY	79%	MAR 2017
S.Y.B.A&F	K.B.COLLEGE	73.35%	MAR 2016
F.Y.B.A&F	K.B.COLLEGE	72.35%	MAR 2015
HSC	MAHARASHTRA BOARD	73.38%	FEB 2014
SSC	MAHARASHTRA BOARD	77.82%	MAR 2012

### COMPUTER PROFICIENCY

- Certify MS-CIT Online Exam in 2014.
- Certify TALLY, ADVANCE EXCEL IN 2016.
- Typing -English w.p.m.30 & 40  
Marathi w.p.m.30.

## WORK EXPERIENCE

- Daga Logistics Pvt. Ltd. (Airline Agent) as an Accountant (Aug 2017 To Till Date)

### Experience In key functional Area of:-

- Maintained Books of Accounts in Company Software.
- Maintained Receivable & Payable.
- Bank Reconciliations, Venders & Suppliers Reconciliations.
- TDS Reconciliations/GST Reconciliation.
- Timely vendor invoice processing & payments.
- Debtors control Management.
- Book keeping of Sales, Purchase, Receipt, Payment & Journal voucher entries on daily basis.

## PERSONAL DETAILS

Date of Birth : 1<sup>st</sup> April 1997  
Gender : Female  
Marital Status : Single  
Nationality : Indian  
Languages Known : English, Marathi & Hindi

**I hereby declare that all the information stated above is true and complete to best of my knowledge.**

**Place : Thane**

**Date :**

**(Shruti Sunil Parab)**