

**Personal Details:**

Name : Pornima Sanjay Jadhav  
DOB : 4<sup>th</sup> March 1996  
Mobile : 90285 66983/83298 37898  
Email : [jadhav.pornima0403@gmail.com](mailto:jadhav.pornima0403@gmail.com)  
Address : 292, Shanivar Peth, Talegaon Dabhade, Tal- Maval, Dist-Pune  
Marital Status : Married  
Gender : Female

**Education:**

- Completed MBA Finance from SPPU in the year 2019 with 61.40%
- Completed B.Com from SPPU in the year 2017 with 58.25%.
- Completed H.S.C. from Maharashtra State Board in the year 2014 with 70.62%.
- Completed SSC from Maharashtra State Board in the year 2012 with 65.20%.

**Internship Projects**

- A Study on Capital Budgeting in Guru Education India Pvt Ltd
- A Study on Working Capital Management in Guru Education India Pvt Ltd

**Work Experience**

Company name: **Guru Education India Ltd.**(17<sup>th</sup> July 2018 to 31<sup>st</sup> January 2021)

Designation: Accounts Executive

**Roles & Responsibilities:**

Hands on experience in Zoho Books Online Accounting Software

Processing Invoice for Purchase & Sales Orders

Controlling Expenses of the Company

Managing monthly GST Returns, TDS

Taking Follow ups from customer for recovery payments

Managing Vendor Payments

Monitoring daily Cash Flows

Performing Monthly Statements for record

Reconciliation of Bank Statements

Understanding client needs and providing service on time

Administering payrolls and controlling income and expenditure

Company Name : **Lights Out Studio LLP** (1<sup>st</sup> February 2021 to 15<sup>th</sup> April 2021)

Designation : Accountant

**Roles & Responsibilities:**

Performing Day-to-Day Accounting Activities

Managing Vendor payments, Interns Stipend

Forecasting Monthly Budget

Processing Employees Salary payments

Preparing Documents (Client Contracts)

Raising Invoices to clients

Taking payment follow ups

**Technical Skills:**

- Tally ERP 9 Accounting Software with Vat, Service tax
- Sound working knowledge of internet
- Proficient in MS Word, MS Excel, MS Powerpoint.

**Core Competencies:**

- Client co-ordination
- GST Returns Management
- Preparation of Purchase Order and Sales Order
- Cash Flow Management
- Payroll management
- Analyzing Accounts & Bank Statements
- Prepared Month-end Balance Sheet reconciliation
- Tracking income and checking expenses figures
- Forecasting Cash Flow and Monthly budget

**Leisure Activities:**

- Listening songs
- Reading
- Cooking
- Drawing

**Languages known:**

- Can Read, Write & Speak English, Hindi & Marathi.

**Name:**

**Place:**

**Date:**