

Shravani Sagar Jambhulkar

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Location: Pune, Maharashtra, India

Professional Summary

Motivated and detail-oriented Accounting graduate with hands-on experience in Tally ERP 9 and Tally Prime. Skilled in accounting voucher entry, ledger maintenance, and maintaining accurate financial records. Basic knowledge of bank reconciliation and MS Excel for accounting data management. Seeking a Junior Accountant / Accounts Assistant position to contribute to efficient and accurate accounting operations.

Technical Skills

- Tally ERP 9 & Tally Prime
- Accounting Voucher Entry
- Ledger Creation & Maintenance
- Basic Bank Reconciliation
- MS Excel for Accounting Data
- Financial Record Keeping
- Purchase & Sales Entry
- GST Basic Knowledge
- Data Accuracy & Attention to Detail

Professional Experience

• Accounts Assistant / Tally Operator Experience: 6 Months

Experience: 6 Months

- Performed accounting voucher entries using Tally ERP 9 and Tally Prime
- Created and maintained ledger accounts with accurate financial records
- Assisted in basic bank reconciliation activities
- Recorded purchase and sales transactions in Tally
- Maintained accounting data and reports using MS Excel
- Ensured proper documentation and record keeping of financial transactions

Education

Bachelor of Commerce (B.Com) Pune University, Graduated: 2024

Professional Strengths

- Strong attention to detail and accuracy in accounting entries
- Good time management and organizational skills
- Ability to work independently as well as in a team
- Quick learner with a positive attitude toward new accounting tasks

Declaration

I hereby declare that the above information is true to the best of my knowledge and belief.