

**Saurabh Anil Pawar**  
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## OBJECTIVE

To work with best of my abilities and skills in order to benefit my organization also to be better other in this competitive Time an influential position in the organization.

## STRENGTH

- Responsible towards Work
- Quick learning
- Problem Solving
- Time Management

## SKILLS

Comfortable with basic Internet Operation

Knowledge About Tally ERP-9 & Tally prime

Knowledge About Some Microsoft Excel Formulas

## EXPERIENCE

**01 June 2023 - 31 July 2024 MRF Exclusive Dealers ( Samarth Tyres)**

**Account Assistant  
(Apprenticeship)**

Billing, Customer Handling,  
Reconciliation of Bank Statement & Tally Statement,  
Ledger Management,  
Handling Calls

**06 August 2024 - 30 Nov  
2024**

**Pune Corporate Cars India Pvt Ltd**

**Account Assistant**

Bank Statement Reconciliation,  
Salary Distribution,  
Petty Cash Handling  
Other Documentation Work

**20 Dec 2024 - Till Today**

**Taj Frozen Foods India Ltd**

**Account Assistant**

Inventory management,  
Daily Production Report Making,  
Local Sale & Export Sale Invoice making & Documentation,

## EDUCATION

Degree / Course	University / Board	Percentage / CGPA	Year of passing
MBA ( Finance)	Savitribai Phule University (Mahatma Phule Institute of Pune), Hadapsar	64.75	2024
B.Com	Savitribai Phule University ( Sharadchandraji Pawar College) Jejuri	82.32	2022

## CERTIFICATIONS

- MS-CIT (Maharashtra State Certificate in Information Technology) - MKCL
- Tally ERP-9

## INTERESTS

- Accounting
- Sports

## HOBBIES

- Playing Cricket & Volleyball
- Traveling

## ADDITIONAL PERSONAL INFO

Address	At - Pawarwadi (Tardoli), Post - Morgaon, Tal- Baramati, Dist - Pune
Languages	Marathi, Hindi, English
Date of Birth	17/08/2000