

Shakel Aatar

Account Clerk

Contact

Address

Satara 415524

Phone

9322709620

E-mail

shakelaatar@gmail.com

Skills

Recordkeeping

Bookkeeping

Financial Management

Journal updates

Expense reports

Month-end reports

Languages

English, Hindi, Marathi

Beginner (A1)

Proactive and detail-oriented Accounting Clerk with a track record of enhancing financial processes at Bajaj Showroom Pvt. Skilled in bookkeeping and financial management, successfully maintained and streamlined accounting records, and improved accounts receivable/payable efficiency. Demonstrates exceptional recordkeeping abilities and a commitment to achieving company goals.

Work History

2012-03 -
2020-04

Accounting Clerk

Bajaj Showroom Pvt , Satara

- Maintained organized filing systems for accounting records, ensuring easy access to crucial financial information when needed
- Managed accounts payable and receivables and payroll.
- Monitored status of accounts receivable and payable to facilitate prompt processing.

Education

2004-04

Bachelor Of Commerce: Accounting Technology And Bookkeeping

Art & Commerce College Wathar Station - Wathar Station, Satara, Maharashtra

- Completed degree in Accounting and book keeping

Additional Information

I am physically handicapped person disability in one leg percentage of 42.

Certifications

2007-01 MS office

2011-04 Tally 9.0

Interests

Google searching, reading, weight training

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