

RESUME

Pratik Ashok Sutar

Plot No-626, Shirawane Village,

Sector-1, Nerul,

Navi Mumbai-400706.

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CAREER OBJECTIVE

Being an enthusiastic & energetic professional, I want to work in a dynamic business environment wherein I can learn to tackle day-to-day challenges and supplement my theoretical knowledge with practical experience to make some meaningful contribution to the organization in my own small way, meanwhile upgrading my skills and knowledge in various fields.

EDUCATION

2012-2013

B.COM

Mumbai University

KARMAVEER BHAOURAO PATIL COLLEGE

2009-2010

HSC

Maharashtra State Board

Bharti Vidyapeeth Jr College

WORK EXPERIENCE

*Writer Information Pvt Ltd

March 2025 to Present

Preparing monthly invoices.

Dispatching bills to clients.

Coordinating with clients.

*Swami Vivekanand Sankul

Oct. 2018 to Feb. 2025

Worked as Accounts Executive, with roles and responsibilities including:

Maintaining records of day-to-day fee receipts from students.

Preparing staff monthly salary.

Handling petty cash.

Passing payment entries in Tally.

Booking all expenditure in Tally.

Coordinating with banks for payments and receipts.

Preparing MIS.

*Himanshu & Goswami, Chartered Accountants Firm

July 2015 to Sept. 2018

Booking purchase and sales entries in Tally.

Preparing bank reconciliation statements.

Handling receipt and payment entries in Tally.

Managing stock audit.

STRENGTHS

Ability to work in a team.

Ability to handle work pressure.

Self-motivating and challenge-driven.

Ability to work in different situations.

PERSONAL INFORMATION

Date of Birth: 2 Aug 1992

Sex: Male

Nationality: Indian

Marital Status: Single

Languages: Marathi, Hindi, English

Hobbies: Playing cricket, traveling

The above-given information is true to the best of my knowledge, and documents may be presented as and when required.

Thanking You,

Place: Mumbai

(PRATIK A. SUTAR)