

## **PRANIT SANTOSH MHAMUNKAR**

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Location: 001/2 K.D. Avenue, Near Shivar Garden, S.V.P.V school, Ramdev Park  
Road, Mira Road (East), Thane- 401107.

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### **Career Objective**

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- To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

### **Academic Qualification**

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Standard	School/University	Year of Passing	Marks/Percentage/Grade
Graduation	University of Mumbai (M. K. College Commerce and Arts)	2016	C
XII	Maharashtra Board (Abhinav Junior College of Commerce and Arts)	2012	54%
X	Maharashtra Board (Abhinav Vidya Mandir)	2010	62%

### **Additional Certifications**

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- ✓ **Certified Industrial Accounts Plus (CIA+)** from **The Institute Of Computer Accountants (ICA)**

#### **Key Skills:**

- Basic knowledge of MS Office (Word, Excel, PPT)
- Basic knowledge of Accounts
- Working knowledge of Tally ERP 9
- Basic knowledge of Direct and Indirect taxes
- Basic working knowledge of ITR forms, TDS returns and GST returns

### **Work Experience**

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**Company Name:** Paramount Healthcare Management, Andheri (East)

**Designation:** Executive

**Job Profile:** Processing and auditing of the invoices which received from the other department.

Re-check the data received from processing team and send it to the payment department for further process.

**Duration:** 13<sup>th</sup> April, 2016 To 8<sup>th</sup> July, 2017

## Strengths

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- Keen learner
- Comfortable team worker

## Personal Details

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**Birth Date:** 11/05/1994  
**Gender:** Male  
**Marital Status:** Single  
**Languages Known:** English, Marathi, Hindi.  
**Interests and activities:** Listening to music, Surfing Internet.  
**Nationality :** Indian  
**Place:** Mumbai

**Date:**

**(Pranit Santosh Mhamunkar)**

**Place:**