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# SAYALEE DUBBALWAR

MASTER OF BUSINESS ADMINISTRATION

## PROFILE

0.7 years' experience as a junior accounting professional. Update financial data in databases to ensure that the information will be accurate and immediately available when needed. Prepare and submit weekly/monthly reports. Excellent knowledge of MS Office and familiarity with BUSY & Tally ERP 9 software. Managing monthly payroll and prepare reports that show the company's income statement such statements include operational cost and salaries. Analyze data from the previous month's transactions to prepare for future ones updating financial statements.

## INTERNSHIPS/EXPERIENCE

- Junior Customer support executive  
Sudha Urban Credit Co-Operative Society,  
Nagpur | Oct 2021- Dec 2021
- Junior Accountant  
Dumbani and Company  
Nagpur | Apr 2019 – Oct 2019

## ACHIVEMENTS

- 1 st position at MBA 3rd semesters.
- 1 st position in an artistic and craft activity at the college level.

## SKILLS

- Time Distribution
- Management
- Adaptability
- Creativity
- Teaching

## EDUCATION

- S.B Jain Institute of Technology Management and Research, Nagpur. | 2020-2022  
Masters of Business Administration (MBA)  
With 82.36%
- Adarsh Vidya Mandir KDM Girls College, Nagpur. | 2016-2019  
Bachelor of Commerce  
Graduated with 82.36%
- Adarsh vidya Mandir Junior College, Nagpur.  
Intermediate in Commerce with 74%
- New English High School, Nagpur. Completed 10<sup>th</sup> with 60%

## COURSES/CERTIFICATES

- Interview Skills – TCSion
- Swayam NPTEL Certificate in Leadership and Team Effectiveness
- Accounting Fundamentals– TCSion