

JAYASHRI S. MOHITE

Location: New Panvel, Maharashtra Email: To be Updated Mobile: To be Updated

Professional Summary

Dedicated Administrative and Accounts professional with 15 years of experience in office administration, banking support, payroll processing, accounting assistance, documentation and client coordination. Skilled in TallyPrime, Microsoft Excel and Microsoft Word.

Professional Experience

Administrative & Accounts Executive - Security Services Company

Payroll processing

TallyPrime accounting and voucher entries

Preparation of quotations

Invoice and challan handling

Office administration and documentation

Client coordination and meetings

Record management

Microsoft Excel & Word

Branch Assistant - Cooperative Bank (5 Years)

Assisted in daily branch operations

Maintained banking records

Customer support

Data entry

Administrative support

Education

Bachelor of Arts (B.A.)

Skills

TallyPrime, Bookkeeping, Payroll Processing, Accounting Support, Voucher Entry, Quotation Preparation, Challan Handling, Microsoft Excel, Microsoft Word, Office Administration, Documentation, Client Coordination

Languages

English, Hindi, Marathi