

# BHAVNA KHIRID

---

## PROFESSIONAL SUMMARY

My qualification and experience suit the requirement of the job. I should indeed be happy of after going through my application you come to the same conclusion. Anyone can foresee excellent prospectus in this institute & I should be proud to be associated with it. Here is what I have to offer.

---

## WORK HISTORY

### Account Executive, 01/2026 to Current

#### Naiknavare Developers Pvt. LTD - Pune, India

##### Key Responsibilities

- Day-to-day accounting activities
- Bank reconciliation
- Accounts collections
- Accounts payable – processing all vendor payments
- Invoice processing across departments including Admin, Purchase, Engineering, Contractors, Marketing/Channel Partners, Professional Fees, and others

### Account Executive, 02/2023 to 12/2025

#### Mantra Properties & Developers Pvt Ltd. - Pune

1. Day to Day accounting
2. Bank Reconciliation
- 3.Accounts -Collection
- 4.Accounts Payable - All Vendor Payment
5. Invoice Processing - across departments: Admin, Purchase, Engineering, Contractors, Marketing/Channel Partners, Professional Fees, and Others..
- 6.CBS Clearance
- 7.Monthly Provision Entry
- 8.TDS Working- Basa data
- 9.GSTR-2B Reconciliation
- 10.Audit Work- Help to Audit Team
- 11.Finalization

### Billing Executive, 04/2021 to 01/2023

#### E Venus Pvt Ltd - Pune

1. This is the place for a brief summary of your key responsibilities and most stellar accomplishments.
2. Processed billing invoices accurately and promptly for customer accounts.
3. Managed payment reconciliation to ensure accurate financial records.
4. Assisted customers with billing inquiries, and resolved discrepancies efficiently.

## CONTACT

**Address:** Pune, MH 411001

**Phone:** 8975217929

**Email:**

bhavnakhirid2711@gmail.com

---

## SKILLS & ABILITIES

1.in4suite 4.0

2.Highrise ERP

3.Tally ERP 9

4.MS Office: Excel, Word, PowerPoint

5.Strong communication, teamwork, quick learning, and detail-oriented approach

---

5. Maintained up-to-date records of customer transactions in the billing system.
6. Created and distributed monthly statements to clients for account clarity.

#### **Junior Executive, 04/2019 to 03/2021**

#### **Khanolkar & Associates, Patil Estate - CA Firm - Pune**

1. Conducted client meetings to discuss accounting needs, and gather necessary documents.
  2. Reconciled debtor, creditor, and bank accounts, identifying and resolving discrepancies.
  3. Verified all accounting vouchers, including purchase, sales, cash, and bank vouchers, ensuring accuracy and completeness.
  4. Assisted in the closing of books of accounts, ensuring timely and accurate financial reporting.
- 

## **EDUCATION**

### **Bachelor of Commerce, Accounting And Finance**

**Appa Saheb Jedhe College** - Pune

### **Diploma In Taxation Law**

**Shivaji Maratha College** - Pune

---

## **HOBBIES AND INTERESTS**

- Reading
  - Dancing
  - Trekking
- 

## **LANGUAGES**

- Marathi
  - Hindi
  - English
- 

## **PERSONAL INFORMATION**

- Date of Birth: 27/11/1997
  - Gender: Female
  - Marital Status: Unmarried
- 

## **FATHER'S NAME**

Ankush Kisan Khiris

---