

Ravi Shirke

Office Assistant and Accountant Dedicated Office Assistant with over 9 years of experience managing data and documents. Organized and schedules meetings with appointments for Director while handling Back office duties. Great skillset in maintaining accounts and bookkeeping. Excellent research capabilities help to adapt to any given environment and tasks

Contact

Address :- Sagar Aradhana, Flat No. 210, A Wing, 2nd Floor, Sai Goan, DP Road, Badlapur west-421503

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Languages

English, Hindi, and Marathi

Experience

OFFICE ASSISTANT AND ACCOUNTANT | VINAY PATIL ARCHITECT | CHEMBUR, MUMBAI.

2015 – PRESENT

- Handling incoming and outgoing mail, emails, and phone calls.
- Maintaining and organizing physical and electronic files and records.
- Assisting with processing invoices and expense reports.
- Handling petty cash transactions and maintaining accurate records.
- Coordination with Bank & CA.
- Managing Basic Office Accounts and salaries.
- Providing basic technical support, such as troubleshooting minor issues with office equipment and Software...
- Welcoming and directing visitors and clients..
- Organizing and managing appointments, meetings, and events..
- Performing general office clerk duties and errands.
- Helping coordinate office activities and projects..
- Helping organize and maintain office common areas.
- Monitoring and ordering office supplies, and managing inventory.
- Handling general inquiries from clients and staff, providing information, and resolving issues..
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases.
- Managing stationary requirement.
- Ensuring that the office space is clean, organized, and functional.

OFFICE ADMIN | VINAY PATIL ARCHITECT | CHEMBUR, MUMBAI.

2010-2015

- Answer and direct phone calls.
- Develop and maintain a filing system.
- Submit and reconcile expense reports.
- Coordination with Bank & CA.
- Record Keeping Attendance and Files.
- Handling incoming phone calls and Couriers, etc.
- Managing filing system.
- Updating paper work, maintain document and word processing.
- Performing general office clerk duties and errands.
- Recording information as needed.
- Helping organize and maintain office common areas.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Creating, maintaining, and entering information into databases.
- Managing stationary requirement.

Skills

Responsibility • Punctuality • Teamwork • Communication

Education

JUN 2022

Bachelor of Commerce | Business Management | University of Mumbai

Advance certified business accounting plus-2022 (certificate): MS- office, Adv. Excel, and Tally Prime with GST, English speaking, Hardware, and Personality Development & Typing with Grade A+

MS CIT 2021