

PRACHI ANANT AMBRE
prachiambre25@gmail.com
9321581041

CAREER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

SKILLS

Computer Skills	MS office, basic of computer, Excel
Soft Skills	Communication, Problem-solving, Time management, Leadership
Management Skills	Decision-making, Project planning, Task delegation, Team communication, Team leadership

EXPERIENCE

Jun 2023 - Nov 2023

SHAH & TAPARIA

Account Assistant

- Goods & Services tax Calculation of monthly GST and Checking of GST Accounting. Preparation and Submission of GST Returns GSTR-1, GSTR-3 and GSTR-3B, Form ITC-04.
- Input Tax Credit Reconciliation-Match GSTR-2A with Books of Accounts.
- Preparation of GST Challan and Online payment of GST.
- Co-Ordination with Purchase and IT departments Maintain Item wise Maintain, review, reconcile Tax ledger.
- Supervision of Purchase Bill Passing and day to day accounting, Handling Customers account

Jan 2024 – Feb 2025

ICICI LOMBARD

Tech support

- Retrieve reports and maintain data on daily issues.

- Resolve technical issues for client through troubleshooting and backend adjustments.
- Collaborate with cross functional teams to identify and address technical issues to improve customer satisfaction.
- Utilize expertise in insurance products and systems to ensure smooth operations and effective customer services delivery.

EDUCATION

Degree/Course	Institute/College	University/Board	Percentage/CGPA	Year of Passing
BCOM	B.K. Birla College Kalyan (W)	Maharashtra State Board	60%	2023
H.S.C	B.K. Birla College Kalyan (W)	Maharashtra State Board	56.77%	2020
S.S.C	M.R.G Vidyalaya Kalyan (E)	Maharashtra State Board	64.40%	2018

PERSONAL DETAILS

Date of Birth	23/06/2002
Gender	Female
Nationality	India
Marital Status	Unmarried
Language Know	English, Marathi, Hindi

DECLARATION

I declare that the details provided are true to my knowledge and belief.

PRACHI ANANT AMBRE.