**CURRICULUM VITAE**

**SUREKHA V. NAVGHANE**

**E-mail: -vnsurekha13@gmail.com**

**Address: New Concept Complex,**

**Flat no: A-303, Sec-07, Plot no -25B,**

**Opp. MNR School, Kamothe - 410209**

**Contact: +91 9768474982**

**CAREER OBJECTIVE:**

* I want to work in a Professionally Managed firm, which would give me Opportunity to add value through my work. I also want to have a steady Growth in career not only monetarily but also in the form Knowledge.

**PROFESSIONAL SUMMARY:**

* 5+ years of total experience in Account Department for Tally. ERP 9
* Involved in understanding the new technologies.
* Creative & Hardworking.

**SKILL SET:**

* Completed Certificate Course of Tally 9.0 with ERP from CAT
* DBNS Packages : MS Access, PowerPoint, Excel, Ms CIT,
* Typing Knowledge: English Typing speed with 30 w.p.m

**EMPOLYMENT DETAIL**

* **Current organization**

**Shree Enterprises.**

**Designation:** Accounts Assistant .

**Duration: 8th** August 2017 to till date

* **Previous organization**

**Solanki Trading Co**.

**Designation:** Account Assistant.

**Duration: 2**nd June 2015 to **8**th May 2017

**Role and Responsibilities:**

* Maintaining day to day Accounts, Passing the entries. (Payments, Receipt, Purchase, Sales, Journal)
* Bank Reconciliation.
* Making RTGS & NEFT (all banking work)
* Review the details provided by the managers, distribute the payments and edit the billings.
* knowledge of TDS, PT & GST
* Handling Petty cash.
* Ledger Scrutiny.
* Supervise and train the new joiners.

**ACADEMIC CREDENTIALS:**

* Bachelor of Commerce from Mumbai University 2014 with 62.42%.
* Higher Secondary Education-2012 Mumbai with 47.50%
* Senior Secondary Certificate-2010 Mumbai with 71.07%

**PERSONAL DETAILS:**

**Date of Birth :** 13th September 1993

**Language Known:** English, Marathi and Hindi

**Address :** Kamothe

**DECLARATION:**

**I, hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.**

**Date: / /**

**(SUREKHA.V. NAVGHANE)**