

CURRICULUM VITAE

Name & Address Details:

Ms. Amruta Suresh Gaikwad

Flat No. 91, Bldg No. 08

Netajinagar, Wanaworie Pune –
411030.

Date of Birth: 23rd Nov. 1985

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Objective:

To build a career in an environment with focused and cultured people, which will help me to achieve the target & improve my knowledge (skills), enjoy my work and do a job honorably.

Education Qualification:

Sr no	Exam	Year of Passing	Board / university	Name of school / College
1	B.A.	2005-06	Pune	Appa Saheb Jedhe College pune.
2	H.S.C.	2002-03	Maharashtra	Camp Education Society , pune
3	S.S.C.	2000-01	Maharashtra	H.B.Girme High School , Pune

Other Knowledge Information:

- ❖ MS-CIT.
- ❖ Completed the course of Tally 9.0 & Teaching how join the classes of Tally.
- ❖ Knowledge of Marathi & English Typing

Skills:

- ❖ Quick learner-I can replicate work that is shown and explained to me easily.
- ❖ In any Condition I will complete my Work in limited Period. d
- ❖ Accurate: Careful, precise, and Free from error.
- ❖ Cooperative: Work well with others.
- ❖ Support to others in the Difficult Situation.
- ❖ Self learning attitude.

Hobbies:

Reading, Cooking & Listening Music.

Work Experience:

1	Accountant	G V Sales	Aug 2021 to till	
Accounts & Admin Process Billing On Tally ERP 9.0. & Tally Prime				
Maintain Accounts & Invoice of purchase & sales				
Bank reconciliation				
Generate E-Invoice & E – Way Bill Generate from Tally Prime				

Accountant	Maruti Impex	Aug 2020 to March 2021	
Accounts & Admin Process Billing On Tally ERP 9.0.			
Maintain Accounts & Invoice of purchase & sales			
Bank reconciliation			

Accountant	H A Mistry Associates	Jun 2020 to Aug 2020	
Accounts & Admin Process Billing On Tally ERP 9.0.			
Maintain Accounts & Invoice of purchase & sales			
Bank reconciliation			

Accountant	B L Darekar Tax & Finance	Dec 2019 to Jun 2020	
Accounts & Admin Process Billing On Tally ERP 9.0.			
Maintain Accounts & Invoice of purchase & sales			
Bank reconciliation			

Accounts	Leela Enterprises Camp Pune	Jan 2019 to Dec 2019	
Accounts & Admin Process Billing On Tally ERP 9.0.			
Maintain Accounts & Invoice of purchase & sales			
Install The Software & Support & Technical			

Accounts & Admin	Oysterinfo Medial Lab Bund Garden Road Pune	May 2018 To DEC 2018	
Accounts & Admin Process Billing On Tally ERP 9.0.			
Maintain Accounts & Invoice of purchase & sales.			
Install The Software & Support & Technical			

Marketing Assistant	Alpha Foam Ltd, J-172, MIDC Bhosari, Pune- 411026	15 th July 2014 to 06 th May 2015	
Processing order of Customers in System on daily basis.			
Giving the full details of every product to Customer.			
Maintain the stock of product samples in office to show he customers.			
Continuously follow up with manufacturing department at Chakan for material			
Maintain the record and send Samples to Customer by Courier on daily basis			
Continuously follow up with Customer for taking the orders.			
Submit the all details of orders, stock of material & couriers to seniors daily.			

Teacher	Da Info Tech, Salunkhe Vihar, Wanawadi	June 2011 to June 2013	
Teaching the course to student of tally ERP 9.0			
Teaching the course to student of MSCIT			

Data Operator	Suma Soft Pvt. Ltd Karve Road, Pune	Sept 2009 to Sept 2010	
Customer Information Forms filling up in the system.			
Details of Post Dated Cheques entering in the system.			

Accounts & Admin	Godrej and Boyce Co. Ltd Wanawadi, Pune	June 2008 to Aug 2009	
Marketing of Godrej Products on Telephone.			
Maintain the service of customer products.			