

RESUME

BHAGYASHRI BALIRAM KAKAR

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PERSONAL DETAILS

Date of Birth : Dec 04 1997
Gender : Female
Religion : Hindu
Marital Status : Marride
Nationality : Indian
Permanent Address : At/Wadgaon Dighi, Post/Mominabad,
Tah: Nandura Dist: Buldhana Pin: 443401
State : MAHARASTRA

OBJECTIVE

To work as a successful professional in a challenging and dynamic environment and to keep adding value to the organization that I represent and serve, while concurrently upgrading my skills and knowledge.

QUALIFICATIONS DETAILS

Qualification/Exam	Board	Year Of Passing	Per (%) Of Mark
S.S.C	AMRAVATI	2013	64%
HSC	AMRAVATI	2016	63%
B.com	AMRAVATI	2019	59%
M. Com	AMRAVATI	2021	70%

LANGUAGE KNOWN

- English, Marathi, Hindi

COMPUTER & OTHER QUALIFICATIONS

- MS-CIT
➤ ENGLISH TYPING
➤ TALLY ERP 9

PROFESSIONAL SUMMARY

Current Role

Employer : Vishawa Engineering
Duration : 2nd Feb 2022 to 30th June 2023
Role : Accountant

RESPONSIBILITIES

- Front Desk Handling, Customer Service, Customers Queries and resolutions.
- Showroom sales co-ordination, Account functions, Banking operations.

- Customer services & relationship management.
- Reconcile & monitor suspense accounts.
- To make a client base for the Showroom.
- Coordinate with customers to communicate the new products and to build brand image.

SKILLS

- Internet Banking / Mobile Banking
- All type of loans knowledge and it's documentation.
- Tally ERP 9
- Microsoft Excel
- Knowledge of Excel sheet and management of Showroom MIS
- A team player
- Hard working, well organized as well as good communication skills.

DECLARATION

I HEREBY DECLARE THAT ALL STATEMENT MADE IN THIS APPLICATION ARE TRUE , COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIF.

PLACE:

DATE:

Signature