

RESUME

CHINMAY NAIK

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CAREER OBJECTIVE

Intend to build a career in professional field to enhance my skills as well as to obtain a Managerial Position in a reputed organization. It should provide me a challenging and progressive environment, an increasing amount of responsibility, which will stretch my capabilities.

ACADEMIC QUALIFICATIONS

COURSE /DEGREE	COLLEGE / INSTITUTE/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE
B.com	D.A.V.V Indore	2014	51%
Std XII	Motherland Convent H.S. school	2011	60%
Std X	National Convent H.S. school	2009	55%

COMPUTER PROFICIENCY

Application packages:- MS-Word , MS-Power Point , MS-Excel and Tally
Drafting Emails & Internet browsing

WORK EXPERIENCE

I have been working from 5 Years at TIRUPATI MACHINERY & SPARES under TIRUPATI GROUP (PITHAMPUR)

Payroll as Office cum Account Executive (Account Section)

RESPONSIBILITIES

Invoicing & Data Entry, Purchase orders, Preparing & Providing Quotations
Accounting Sales , Purchase , Payment , Receipt Entries , Bank & ledger Reconcillation .

PERSONAL PROFILE

Brief Profile:- I have friendly and co-operative nature with strong character possessing imperative attention towards given work to enhance my career.

Date Of Birth :- 11 Jul. 1993

Father's Name :- Mr. Vasant Naik

Correspondence Address:- 211 , Tilak Path , Rambagh , Indore (M.P)

Nationality :- Indian

Language Known :- English and Hindi

Strengths :- Sincerity , Hardworking & Honesty

DECLARATION

I hereby affirm that above mentioned skill sets in this document are accurate and true to the best of my knowledge.

Place:- Indore

Date:-

CHINMAY NAIK