



ASHA KHATAL

Swastik city, narol,
Ahmadabad, Gujarat
Pin-382405

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Objective

To build my career in a progressive organization in a leading position, that will provide me exciting opportunities to utilize my Accounts skills in such a way to add more value to the organization and to learn more about Accounts and Finance.

Academic Qualification:

- Government Diploma in Co-operation and Accountancy completed from Pune University in 2013. Grade First class.
- Pursuing M.Com Final (advance accounting) from Pune University in 2014. Grade First class with distinction.
- B.Com from Pune University in 2012. Grade First class with distinction.

Technical Qualification:

- Three year completed Advance diploma in Tax Consultancy & tax procedure.
- Tally ERP 9
- MS CIT
- Marathi & English typing speed 30 wpm

Strength

- I am confident, optimistic person with good inter-personal, analytical and logical reasoning skills, ready to take responsibility, good communication skills.



Key Skill:

- 30 words per minute typing.
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint.
- Excellent communication skills, both written and verbal.

Membership:

- Four year members of “student council association” in D. J malpani college sangamner under University of Pune.

Conferences:

- I have participated in national level seminar in “Tax planning & Tax procedure” under University of Pune.
- I have participated in state level seminar in Taxation under University of Pune.

Personal Details:

Name : Asha Khatal
Husband Name : Arjun khatal
Date of Birth : 22 Nov 1991
Language Known : English, Hindi, Marathi
Marital Status : Married
Hobbies : Reading, Leashing

Reference:

Name: Hitesh Patel
Mail Id:Hitesh.782patel@gmail.com
Position: Senior data Researcher-II
S&P GLOBAL MARKET INTELLIGENCE.

Place: Ahmadabad

Asha Khatal

Date: 26 mar 2018