**Curriculum-vita**

**NIKITA ASHOKBHAI VEDEKAR**

30/5 Shivam flats, nr shastrinagar, Bapunagar Ahmedabad.

Mobile: 091-9016183575

Email: vedekar.nikita@gmail.com

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**CAREER OBJECTIVE**

Looking for competitive and challenging Job, which benefit both, the organization and myself by speedy implementation of professional knowledge and experience in to actions where I can prove my technical and functional expertise and work towards the growth of the organization.

To start my [**management career**](http://www.bestsampleresume.com/sample-management-resume/fresher-mba-resume.html##)by joining a well settled and highly professional organization and grab good career advancement through large efforts and innovative work techniques.

**Professional Qualifications**

* Extremely bright academic records with absolute performance consistency
* Thorough understanding of the fundamental principles of business administration and their practical usage
* Highly organized thought process and well structured problem dealing attitude with an edge of innovativeness
* Profound managerial qualities and skills to handle multiple teams simultaneously
* Uncommon command over spoken and written English
* Very strong in handling the MS office tools and web search tools

**: EDUCATION DETAILS:**

**MASTER OF BUSINESS ADMINISTRATION AND MANAGEMENT**

**SIKKIM MANIPAL UNIVERSITY**

**(PERSUING)**

**BACHELORE OF COMMERCE**

**GUJARAT UNIVERSITY**

DURATION: MARCH 2009 –MARCH 2012.

SUBJECT: ACCOUNTING AND ECONOMICS.

\*Thesis in Finance and Economics

\*Issues in corporate Finance

\*Quantitative Business Analysis

**HIGHER SECONDARY BOARD. 12TH .**

DURATION : JUNE 2008-MARCH2009.

SUBJECT : COMMERCE.

\*Economics

\*Elements Accounts

\*Business management

\*Statistics

**S.S.C – 10TH.**

DURATION : JUNE 2006-MAY-2007

\*Mathematics

\*Science

\*English

\*Social Science

**WORK EXPIREANCE.**

**# COMAPANY NAME : MAJOLICA GROUP.**

**COMPANY INTRODUCTION:-IMPORT-EXPORT (IN WOOD ,TILES AND STATIONERIES)**

POST : ADMIN ( HR AASISTANT )AND JR ACCOUNTANT

DURATION: DECEMBER 2012 TO TILL DATE.

: ROLE AT COMPANY:

ADMIN (HR ASSISTANT)

* Make a call for requirement
* Arrange meetings
* Maintain cleanliness and order in the office
* Maintain stock.
* Main Activities
* Check received stock against invoices
* Record prices in the log book
* Receive cash and provide correct change
* Operate the cash register
* Balance cash receipts
* Make deposits
* Print and record receipts

JR ACCOUNTANT

* Preparing Cheques
* Bank Reconsilation in Tally
* Preparing Journal Vouchers, Payment Vouchers, Receipt Vouchers, Purchase and sales entries
* Filling all vouchers
* Preparing Imprest statements

**PERSONAL DETAILS:**

**Name : Nikita Ashokbhai Vedekar**

**Date of Birth : 19th April, 1992**

**Sex : Female**

**Address : 30/5 Shivam Flats ,**

**Nr Shastrinagar,**

**Bapunagar,**

**Ahmedabad-380024**

**Mobile : 0091-9016183575**

**Email :** [**vedekar.nikita@gmail.com**](mailto:vedekar.nikita@gmail.com)

**Language : English, Hindi, Gujarati, Marathi**

PLACE: AHMEDABAD NIKITA A VEDEKAR

DATE: