CURRICULUM VITAE

***Rajkanya Vilas Khadse***

Contact No. (Mo.) – 9408762450

E-mail. : - ms.nisha\_v@rediffmail.com

***PERSONAL DETAIL***

**Name :** Rajkanya V. Khadse

**Father’s Name :** Degamber D. Thorat

**Date of Birth :** 23.01.1982

**Qualification :** B.Com

**Computer Knowledge** Tally ERP 9 , Excel, ERP ,MS Word

**Profession :** Account

**Total Years of Experience :**  4 Years1 Month

**Nationality :** Indian

**Marital Status :**  marred

**Present Address :** C/o Devindraben M Patel

Maikrupa society, Behind Vaishali

At. Post. Nadiad

Dist. Kheda

**Permanent Address :** changani nagar

Ner. Lahanuji Maharaj Mander

At**.** Post. Amravat

Tq.Amravati Dist. Amravati (MH)

**Language Known :** Hindi, English, Marathi

**Present Salary :**

***EXPERIENCE***

I am having 4 years & 1 month experience in IRB Infrastructure Pvt. Ltd. Job profile includes mainly Account all work in project office against activities for Roads Construction.

1. DTR – Cash & Bank Book (Bill booking, payment, cheque print etc.) Tally & ERP
2. Hire bill checking booking & payment Tally & ERP
3. Lease Rent bill booking & payment Tally & ERP
4. PRW Bill booking in Tally & ERP
5. Tax section part Like that TDS, Service tax ,VAT
6. All data entry Tally & ERP

**Date :- 04.03.2016 Yours Faithfully**

**Rajkanya V. Khadse**