

RESUME

SONALI SURESH DAHAT 15, Santaji Ambazari Road, Subhash Nagar, Nagpur – 440022 
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Career Objective

Motivated and detail-oriented graduate seeking an opportunity to contribute to a dynamic organization by leveraging my administrative and accounting skills, computer proficiency, and prior work experience.

Education

- **Bachelor of Commerce (B.Com.)** – Completed
- **H.S.C. (12th Grade)** – Passed in 2009
- **S.S.C. (10th Grade)** – Passed in 2007

Technical Skills

- Proficient in **MS Office** (Word, Excel)
- Experienced with **Tally** Accounting Software
- **MS-CIT Certified**
- Strong knowledge of **Windows OS**, basic troubleshooting, and Internet research

Work Experience

SK Beta & Bearing Pvt. Ltd. — *Office Assistant* **Tenure:** 2 Years

- Managed day-to-day office operations including billing, inventory coordination, and documentation
- Handled data entry and maintained digital and paper records
- Provided front-line customer support and liaised with vendors

Languages Known

- Marathi (Native)
- Hindi (Fluent)
- English (Working Proficiency)

Personal Details

- **Date of Birth:** 1992
- **Gender:** Female
- **Nationality:** Indian

Declaration

I hereby declare that the information provided above is accurate and true to the best of my knowledge.

Place: Nagpur

Date: