

RESUME

PERSONAL INFORMATION

Name: Nikita Subhash Chavan
Date Of Birth: 26. Dec.2002
Address: Aadinath Nagar Bhosari Pune 411.039
Contact No: 8308290976
Email: nikita83082@gmail.com
Nationality: Indian
Language Knows: English, Hindi, Marathi
Marital Status: Single
Gender: Female

KEY SKILLS

- Good communication skills
- MSCIT
- Tally & GST
- Advance Excel

Objectives

Challenging position that acquires my credibility and ability, this will result in making a positive contribution to career advancement

EDUCATION QUALIFICATION

Degree	University	Year	Percentage
B. Com	Savitribai phule	2023	67.24%
H.S.C.	Pune Board.	2020	60.38%
S.S.C.	Pune Board.	2018	70.48%

WORK EXPERIENCE

- **August -2024 -Nov-2024: D B Polymers (Bhosari Pune)**
 1. Maintain office files
 2. Invoice entry in software .
- **July – 2022–Oct-2023: PMS & ASSOCIATES (Bhosari Pune)**
 1. Saral Gst online sales and purchase entries.
 2. Tally-ERP-sale, purchase, contra & journal entries.
 3. GSTR1 working & Return file.
 4. GSTR3B working & Return File and GSTR3b Payment.

I shall prove to be a valuable asset to your organization any Endeavour to satisfactorily meet the requirements of the job and achieve high carrier growth through a continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the world and achieve organizational as well as personal.

Thanks & Regard,

Nikita Chavan