

Curriculum Vitae

Komal Vipul Paygude

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Career Objectives:

To be associated with the organization which progress dynamically and give me a chance to utilize my skill at maximum and update my skill set as well.

Professional Experience: -

Oct 2019 to OCT 2020:

- Working as Pradnya shah as an Accountant.
- Purchase and Sale entry
- Bank entry

Oct 2020 to Till date:

- ❖ Working as **Lokmanya multipurpose co-operating society Pune as Account Assistant and Branch incharge**
- ❖ Update the entries in system such as FD create saving A/C Opening
- ❖ Maintain the data in MS-Excel
- ❖ Solve the customer queries and manage the customer requirement.
- ❖ Monthly all Reconciliation and daily report.

Educational Qualifications: -

- ★ S.S.C. Exam in March 2010 from Maharashtra Board with First Class.
- ★ H.S.C. Commerce Exam in Feb. 2012 from Maharashtra Board with Pass Class
- ★ Graduate in B. Com from Pune University

Computer Proficiency: -

- ★ MS-CIT exam with 75 marks.
- ★ MS-Office (Excel, Word, Power Point) Internet.
- ★ Operating System – Windows / Lenox

Strengths: -

- ★ My strength is my confident, hardworking, & positive thinking.
- ★ Disciplined & self-learner.
- ★ Ability to learn new concepts
- ★ Take any kind of criticism in a positive manner & try to learn from my mistake
- ★ Hardworking
- ★ Spontaneity at Decision Making

Personal Profile: -

Name : Komal Vipul Paygude
Date of Birth : 23th Nov.1994
Permanent Address : Sr no 130 Dandekar pool Sinhgad Road Pune 411030.
Marital Status : Married.
Language Known : English, Hindi and Marathi.
Hobbies : Playing, Reading, Learn New Skills
Mobile no : 9762253388
E mail id : komalraval700@gmail.com

Declaration: -

I hereby declare that above mentioned information is correct up to my best knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Pune.

SIGNATURE

Date:

(Komal Paygude)