

NAMITA KAMBLE

Building No Shree Datta Sai Sadan Room no. 204 Subhash Road Kumbharkhan Pada

Dombivli (W)

CONTACT NO: 8928770622

E-MAIL- namita271992@gmail.com

Date Of Birth: 27-03-1992

CAREER OBJECTIVE:

To Continue My career with an organization that will utilize my Management, Supervision & Administrative Skills to benefit Mutual Growth and success. I Seek Challenging opportunities where I can fully use my skills for the success of the of the Organization.

EXPERIENCE**1. Friends Of Tribals Society**

Account Assistant and CSR and DRW (NGO)

2018-2021

- Tally ERP-9
- Bank Reconciliation
- Cash Record
- Voucher Entry
- TDS
- RTGS/NEFT
- CSR
- Champ Software
- Data Entry
- ledger entry
- Journal entries.
- Event Repots
- Solving 80G Query
- Making Donation Receipt in Software
- Update Donor data in Software
- Utilization Certificates

2. Leo Cosmetic Manufacturing Company

2013-2016

Manager

3. Sebro Art Printers

01/06/2023 – 11-08/2023

Account Assistant

- Tally prime
- Handling data entry sales, receipt, payment, Debit note, Credit note & JV
- Sales invoice
- Purchase invoice
- Proforma invoice
- Expense Voucher
- Maintain inventory stock
- Challan
- knowledge of GST (GSTR-1, GSTR-2, GSTRB-3)
- Handling day to day Account
- Bank Reconciliation
- Voucher Entry
- Ledger entry
- Journal entries
- Maintain all the records & files in a Proper Manner

EDUCATION

- | | |
|--|-----------|
| • M.COM with 8.50 CGPI (Banking & Finance), K V Pendharkar College Dombivli, | 2021-2023 |
| • B.COM with 57% Mumbai University | 2009-2012 |
| • HSC (Commerce) | 2007-2009 |
| • SSC | June 2007 |

SKILL

- Tally ERP-9
- Tally prime
- MS office,
- MS-Excel,
- PowerPoint
- Pivot Table
- English Typing (30)

Hobbies: Listening Music, Cooking, Book Reading

Language: English, Marathi, Hindi