

Curriculum Vitae.

Madhavi Kamble-Kharat.

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Objective.

To become part of an Organization Where I can achieve new standards of excellence & which will give me an opportunity to learn.

Educational Qualification

- ❖ Master Of Business Administration (MBA FINANCE) from Pune University.
- ❖ Complete Business Accountant (CBA) From IIJT (Aundh) University Of Cambridge.
- ❖ Bachelor of Arts From Pune University.

Work Experience And Training.

1) I Have Experience **BLR Logistics** , Pune,Nigdi as Computer Operator & Account Assistant in Nigdi OCT 2012 to Dec 2013,

2) I Have Experience **EQUITAS BANK** as Credit Officer in Nigdi Jan 2014 to Sep 2016

Job Profile :

- ❖ Maintain petty cash book and authorize payment done by cash by making entries under Appropriate account head of the book.
- ❖ Prepare loan files and process the team as per company general procedures.

- ❖ Verifying the KYC proof submitted by customer with original
- ❖ Arrange and conduct credit applicant interviews for further analysis and credit processing.
- ❖ Recommend credit limit for clients based on liquidity analysis.
- ❖ Maintain Update transaction of daily Microsoft Excel 2007

3) I Have Experience **BLR Logistics** , Pune,Nigdi as Computer Operator & Account

Assistant in Nigdi Jun 2017 to 6 Jun 2021

4) I Have Experience **BTC Logistics** Valabhnagar Pimpri as computer operator & Account Assistant in Pimpri 10 Jun to 16 Aug. 2022.

Personal information

Birth date : 13th Feb. 1991.

Gender : Female

Marital status : Married

Nationality : Indian

Languages known : Marathi Hindi & English

Technical skills

- ❖ MS – CIT.
- ❖ MS- Office 2007.
- ❖ Tally ERP 9.0 Version
- ❖ ACE
- ❖ FACT

DECLARATION

I hereby declare that above- mentioned information is true to the best of my Knowledge.

Date :

Place : CHINCHWAD.

(Madhavi Kamble-Kharat.)