

# **CURRICULUM VITAE**

## **Komal Hari Gaikwad**

Mansarovar Complex 702/10-A wing, Sector-34,  
Kamothe, Navi Mumbai.  
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9987167753

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### **JOB OBJECTIVE:-**

“To seek a challenging assignment that offers me the opportunity to explore my skills and enable me to enhance the competencies on the path to becoming a thorough professional”.

### **ACADEMIC CREDENTIALS**

- M.com passed from Mumbai University (53%)
- Bachelor of Commerce (B.Com) from Mumbai University (55%)
- H.S.C passed from Maharashtra State Board February 2012 with 2<sup>nd</sup> class
- S.S.C passed from Maharashtra State Board March 2010 with 1<sup>st</sup> class

### **COMPUTER SKILLS:-**

- ☐ Operating Systems: Ms-Cit, Tally9, Tally ERP9 & Tally 7.2, Advance Excel Part-I, Page Maker.
- ☐ Packages: MS-OFFICE

## WORK EXPERIENCE: -

- ☐ A month provided the computer training to BMC School Teachers.
- ☐ 2 & half year Exp in IES Mulund and Vashi School working As a Computer Teacher.
- ☐ And 8 month exp. as a CA firm Parte & Associate in Kamothe
  - Maintain Sales, Purchase Invoice,
  - GST filing
- ☐ 2 month exo. in Tax Consultant & Auditing Department.
  - ITR- 1
  - Maintain Voucher, Receipt in Tally Software
- ☐ and currently working in Maruthi Engineering Corporation in Nerul position as a Accountant.
  - Maintain Sales, Purchase Entry, Receipt , Voucher in quick book
  - Update bank reconciliation

## ACTIVITIES / HOBBIES:-

- Completed Praveshika Purn (Kathak)
- Trained for a 2 years in NSS (National Service Scheme) as Volunteer.
- Books Reading

## PERSONAL STATUS:-

Date of Birth	26 <sup>th</sup> January, 1994
Gender	Female
Marital Status	Single
Language Known	English, Hindi & Marathi
Place	Mumbai
Date	25 <sup>th</sup> February, 2020

Signature

**KOMAL GAIKWAD**



