

Swati Bharat Ghadage

Chawl No 8, Room No 7

Ganesh Nagar, Mhasoba

Maidan, Kalyan West

Thane 421 301

Mobile: 8104767310

E-Mail ID: swatighadage527@gmail.com

Career Objectives

- To align with the mission of the organization by adopting a learning attitude and to work with sincerity and integrity.

Skills

- An honest and sincere inclination towards my responsibilities, Ability to work hard, maintains a calm & composed attitude, and Handling difficult situations with integrity and persistence.

Work Experience

COMPANY NAME: Thorat Filtration Pvt. Ltd.

LOCATION: NAVI MUMBAI

(OCT 2021- MAY 2023)

Designation: Accounts Executive

Work Responsibility

- Making all types of invoices such as purchase invoice, sale invoice, job work invoice & proforma invoice.
- Recording entries such as purchase A/C, sale A/C, expenses A/c and other income.
- Generating E-Way Bill
- Preparing outstanding list of sundry debtors and sundry creditors.
- Preparing HSN summary month wise.
- Calculation of GST
- Making quotation regarding filter press machine as per data received from technical team.

COMPANY NAME: LOGIC RIDER

Designation: GIS Executive project based work (January 2021 to Oct 2021)

Work Responsibility

- Land base digitization process using arc GIS software. Creating polygon and line structure for land base digitization.
- Process drone image and generate building block, water source, Road line, plot marking, assets mapping like pole, DP etc. and generating shape files.

COMPANY NAME: Om Sai Engineering

LOCATION: KALYAN

(AUG 2014-MAR 2019)

Designation: Accounts and Admin Officer

Work Responsibility

- Calculation of GST
- Salary and wages calculation of Staff and Labours.
- Approval of Quotations, Purchase Orders based on Company Standard.
- Co-ordination with Customers on placement of Orders, Delivery Schedule.
- Preparation of Invoices at the time of Dispatch.
- Searching of Potential vendor located in nearby places.
- Worked on offer and evaluation for Quotation (pricing, quality and quantity).
- Managed Stock Level for warehouse.
- Placement of order wherever required.
- Preparation of reports on purchase including cost analyses.

COMPANY NAME: RTO FIRM

(JAN 2013-MAR 2014)

Designation: Data Entry Operator

Work Responsibility

- To make entries of New Vehicles with proper details.
- Communication with internal stakeholders.

LOCATION: TURBHE

COMPANY NAME: Emerson Process Management

(NOV 2011-OCT 2012)

Designation: Data Entry

OperatorWork Responsibility

- Maintain Data and keep updating on daily basis.
- Worked with Project team for documentation and report to Customers and Management

LOCATION: POWAI

Educational Qualification

Examination	University/Board	Year of Passing	Percentage	Class
T Y B.Com	MUMBAI	2010	61	1st
H.S.C	MUMBAI	2007	63	1st
S.S.C	MUMBAI	2005	61	1st

Technical Skills:

- MSCIT, Tally ERP 9.0, Typing Speed of 30WPM and practically 35 to 40 words per Minute.
- Completed GDC&A (Govt. Diploma in Co-Operative and Accountancy in 2014 with 1st Class)

Personal Information:

Date of Birth	01st January, 1990
Languages	English, Hindi, Marathi
Marital Status	Single
Sex	Female
Nationality	Indian
Father Name	Mr. Bharat Ghadage
Personal Interests	Listening Music, Dancing, Drawing

I believe I am confident, dedicated & positive.

Date:

Place: Mumbai

(Swati B Ghadage)