Nita Dharma Gole

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Mob.No.8857886234

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Address:-Shree Balaji Hights, Room No. 310,3rd floor, Sambhaji Nagar. Ramchandra Nagar No.2, Thane West 4000604

Education:

B.com	64%	June 2013-April 2015
S.B.Collage Shahapur, Thane		
H.S.C.	63%	June 2011- Feb2012
G.V.Khade vidyalaya Shahapur,Thane		
S.S.C.	70%	June 2009- March 2010
A.M.Vidyalaya Bamne,Thane		

Employment:

Accounting Administrative Assistant

L.G.enterprises vasind Thane 421601 June 2020 – Present

- Plan strategies for streamlining and improving business operations.
- Handle business finance
- Plan the budget with the help of finance and accounting leaders and team members
- Making billing and collect the payments

Accounting Administrative Assistant

Atma Malik international School Aghai , Shahapur Thane May2019- March 2020

- As a accounting administrative assistant,
- support for the accounting unit of the organization and their routine activities.
- like filling, organising appointments, Faxing,
- Handling daily office line up work, supporting to visitors, responding to phone calls.

Jr. Accountant

APT Controls Pvt.com Atgoan thane December 2018 –April2019

- Maintaining accounts receivable and payables preparing monthly Financial reports
- Making bills Posting Journal Entries
- updating financial statements
- Maintaining accounts receivable and payables
- preparing monthly Financial reports
- Making bills

Renderer

Akshaj Creations shahapur,Thane421601Nov.2017-Octo.2018

- As a Jewellery Design renderer make the various designs
- Other office work.

Personal Details:

Date of Birth:
July 05 1994

Gender:
Female

Nationality:
Indian

Civil Status:
Married

Skills: Tally Erp. 9, MSCIT, English Typing, Marathi Typing, Ms-Excel, Ms-Word, Ms -PowerPoint

Languages:
English, Marathi, Hindi

Hobbies:
Reading, Cooking, Swimming

Qualities:
Problem Solving, Team work,
Problem Solving, Team work,
Confidence, Flexibility, Ambitious