

# **CURRICULUM VITAE**

**NEHA DIGAMBER DESHPANDE**

H No.306, Thunga Block, 1<sup>st</sup> Main Road

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## **Objective**

To become a successful professional by taking up challenging jobs and to contribute to the vision of the organization, this would be mutually beneficial in terms of learning experience and organizational growth.

## **Work Experience**

<b>Name of the Organization</b>	:	Lokmanya Multipurpose Co- operative Society Ltd
<b>Designation</b>	:	Accounts Assistant
<b>Location</b>	:	Goa & Belgaum
<b>Period</b>	:	Mar-2015 –Aug-2021

### **Roles and Responsibilities:**

- Daily counter transaction work as RTGS, NEFT, FD, etc.
- Looking after all KYC work at branch level.
- Preparation of Bank Reconciliation of Branch.
- Making payment of customer and all cash related work.
- Preparation of reports.
- And other daily transaction work of branch.
- Handling of cash transactions
- Maintaining books of accounts
- Resolving Audit queries raised by statutory auditors
- preparing vouchers such as bills payable, bank accounts ,bills receivable and others.

## **Skill Set**

- Strong Analytical, Problem Solving, Organizational Ability.
- Written and communication Skills

### Professional Qualification

- M.COM from INDIRA GANDHI OPEN UNIVERSITY with 56% in 2020
- B.COM from LINGRAJ COLLEGE BELGAUM with 77% in 2013
- PUC-II from PUC Board with 69% in 2010
- SSLC from MVM ENGLISH MEDIUM SCHOOL with 71% in 2008

### Technical Proficiency

- Tally
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

### Course Undergone

- Diploma in Computer Application (Tally, Excel, Word, PowerPoint) 2009 with A Grade.

### Personal Skills

- Organized, self-starter, dedicated and a hardworking individual.
- Effective in working on team projects.
- Always curious to face New Challenges.
- Ability to meet tight deadlines and work under pressure.

### Personal Details

- Date of birth : 29<sup>th</sup> Jan 1992
- Husband Name : Digamber Deshpande
- Hobbies : Reading & Cooking .
- Languages Known : English, Kannada, Hindi, and Marathi.
- Marital Status : Married
- Permanent Address : H No.306, Thunga Block, 1<sup>st</sup> Main Road, Bettadasanapura,  
Electronic city-560100.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place:Bangalore

(NEHA DIGAMBER DESHPANDE)