RESUME

Name: Mrs. Kavita Amit Mohite

Mobile: +91 8087116554

Email:

Birth Date: 26/03/1988

Address: 205, 2ndFloor, Dhawal Apartment, Jivdani Road Virar East

Qualification

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| --- | --- | --- | --- | --- |
| No. | Class | Year of Passing | Percentage | School/College |
| 1 | SSC | 2004 | 52% | Maharashtra Board |
| 2 | HSC | 2006 | 50% | Maharashtra Board |
| 3 | B COM | 2015 | 40% | Mumbai university |

Other Qualification:

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| Languages Known | Marathi, Hindi, English |
| Computer Knowledge | M S office, Internet, Tally ERP 9, M S CIT, |
|  | English Typing 30 speed |

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| Work Experience | * 7 years –Rajesh Machinery Corporation Goregaon East  As Account Assistant Sale/Purchase, Cash/Bank entries, Expenses/Receipts entries, Bank Reconciliation, Vat related work * Currently working at Shilpa Appliances as Accountant All Types of entry work in Tally ERP Generating E way Bill  Other office work in Excel/word |

Looking for Job with good career opportunity & beneficial for future.

Place : Mumbai

Date :