

# Yogita P Akhade

Flat No. 101, Sudharatna Apartment,  
Audumbar Colony No. 3, Papade  
Wasti, Dhamalwadi, Phursungi, Pune-  
402308.

Tel : +91 78 755 67443.  
+91 98 501 90239.

## Key Skills:

- ❖ Data entrie from basic accounting till finalization of books of account.
- ❖ Purchase & Sales Invoice
- ❖ Petty Cash handling
- ❖ Site Labour Report & Weekly Payment
- ❖ Staff Attendance & Salary
- ❖ Mails Check
- ❖ Stock Maintain

## WORK EXPERIENCE

- ❖ Laptech Slolution Pvt Ltd  
Designation : Jr. Accountant, **Experience:** 1year, Camp, Pune.
- ❖ Shubh Constocare Product & Service (Waterproofing Contractor)  
Designation : Office Assistant/Admin/Accountant, **Experience:** 2year, Fatima Nagar, Pune.

## COMPUTER SKILL

- ❖ MS Office.

## EDUCATION QUALIFICATION

Course	Institute/College	University/Board	Percentage	Year of Passing
S.S.C.	Camp Education Society Girls High School	Maharashtra Board	57.53%	2009
H.S.C.	Camp Education Society Junior Collage	Maharashtra Board	55.67%	2011
B.com	S M Joshi Collage	Pune University	56.00%	2014

## OTHER QUALIFICATION

---

- ❖ MS-CIT Appeared
- ❖ Marathi & English Typing
- ❖ Tally ERP9

## STRENGTH

---

- ❖ A good positive approach.
- ❖ Desire to learn things and practice them.
- ❖ To do hard work.
- ❖ Good Team organization & Communications.

## PERSONAL INFORMATION

---

Name : Miss. Yogita Pramod Akhade  
Date of Birth : 21 July 1994  
Gender : Female  
Marital Status : Single  
Hobbies : Listening Music, Read Books.  
Address : Flat No. 101, Sudharatna Apartment,  
Audumbar Colony No. 3, Papade Wasti, Dhamalwadi,  
Phursungi, Pune-402308.  
Languages known : Marathi, Hindi and English.

## DECLARATION

---

I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place:**

(Yogita P Akhade)