

NIKITA R. GADEWAR

Mobile no. – 9665721518

EMAIL:-gadewar.nikita@gmail.com**Career Objective:**

Intend to build a prosperous career by utilizing my knowledge , skills and leadership qualities with a leading group. I wish to be a part of an organization, which can provide me a challenging, and a dynamic environment to utilize my best knowledge and want to render my best efforts towards growth of an organization.

Summary:

- 2 year 5 month experience Indexing, invoice processing, vendor master, in account Payable.

Work Experience:**Company Name- WNS, Pune (From 14 Aug 2017 till Date):****Process: XPO Logistics(S&L)****Roles and Responsibility:**

- Working as a CWR consultant in vendor master.
- Working in ends to end process on accounts payable.

Process: WESTROCK Process GENESIS**Roles and Responsibility:**

- Working on processing.
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Company Name : DAVA & Associates, Chandrapur (1 Aug 2016 to 31 Jan 2017)**Role** : Audit and Account Assistant**Responsibilities** : To Vouching the Cash book, Ledger book and Preparing the Receipt and Payment A/C, Income and Expenditure A/C, Profit and Loss A/C, Balance sheet, reports etc.**Education:**

COURSE	INSTITUTION/ SCHOOL	BOARD/ UNIVERSITY	YEAR	PERCENTAGE
MBA, Financial Management and Human Resources Management (Final year)	Institute of Management Studies and research, Chandrapur	Gondwana University	2017	81.03%(CGPA) (1 st topper of university)
BBA, Financial Management	Institute of Management Studies and research, Chandrapur	Nagpur University	2014	62.00%
HSC (Commerce)	SP College, Chandrapur	Maharashtra Board	2011	52.17 %
SSC	LTKV, Chandrapur	Maharashtra Board	2009	74.15 %

Computer Skill:

- Operating System : Windows, Oracle 12
- Others : MS office ,MS-Excel

Strengths:

- Quick learner
- Hardworking

Personal Details:

Name	: Nikita Ravindra Gadewar
Husband Name	: Ankush Tammewar
Date of Birth	: 23 th Aug 1993
Language Known	: English, Marathi, Hindi
Permanent Address	: C1 204 Corona Apartment katraj Kondhwa Road Pune 411048
Current Address	: C1 204 Corona Apartment katraj Kondhwa Road Pune 411048

Declaration:

I hereby declare that all the information provided by me in this application is factual and correct to the best of my knowledge and belief.

Place: CHANDRAPUR

(NIKITA R. GADEWAR)

Date: