

RESUME

Nisha Shekhar Poojari

Date of Birth: 10/01/1996

Contact : 9665301799

E-mail : nishapoojari02@gmail.com

OBJECTIVE

To work in a progressive organization where I can enhance my skills & learning to contribute to the success of the organization which in line with my academic background and which effectively utilizes my analytical and technical skills.

EXPERIENCE

BANSAL SALES CORPORATION

- **Job Profile : Accountant (14 August 2017 to Till date)**
 - Invoice Processing
 - Accounts Payable & Receivable
 - GST Filing
 - Bank Reconciliation
 - Account Reconciliation
 - Proficient in Excel & other Microsoft Office Programs
 - Customer Follow up
 - Internal Audit
 - General Ledger

RAVINDRA DESHMUKH & ASSOCIATES CHARTERED ACCOUNTANTS

- **Job Profile : Account Assistant (1 April'13 to 31 January'14)**

EDUCATION QUALIFICATION

DEGREE	INSTITUTE	UNIVERSITY	YEAR	MARKS OBTAINED
M.Com	University of Pune	Pune University	2017-19	Appearing
B.Com	Bhonsala Military College	Pune University	2014-17	55.75%
HSC	Bhonsala Military College	Pune University	2012-14	68.46%
SSC	St. Lawrence High School	Pune University	2011-12	71.40%

TECHNICAL SKILLS

- Tally ERP.9
- Microsoft Excel
- Microsoft Word
- Microsoft Outlook

PERSONAL DETAILS

Name	Nisha Shekhar Poojari
Date Of Birth	10-01-1996
Gender	Female
Fathers Name	Shekhar
Marital Status	Unmarried
Nationality	Indian
Languages Known	Hindi, Marathi, English, Tulu
Address	632, MHB Colony Satpur Nasik
Mobile	9665301799

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 : Nasik

NISHA SHEKHAR POOJARI

Date: / /2018