**Curriculum Vitae**

**Deepali Vinod Mane**

**Contact No- 7385780506**

**Email Id-kulkarnideepali19@gmail.com**

**CAREER OBJECTIVES**

Work with commitment and passion in an organization focused on excellence and seeking a challenging and growth oriented career with progressive organization that could utilize my skills at greater extent. **Completed Bachelor Degree in Commerce.**

**PROFESSIONAL EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Designation** | **Periods** |
| Spectrum InfoTech  ( Computer InfoTech) | Office Assistant | 3 Years |
| Tirupati-Global Facilities India Pvt. Ltd. | Executive Accountant/ Admin | 1year and 10 months |

**JOB PROFILE**

* Process related to withdrawal of Provident Fund.
* Making companies agreements & Quotations.
* Using excel sheets & word files for preparing reports.
* Preparing purchase order.
* Maintains petty cash and its records.
* Maintaining cash vouchers records.
* Handling mails.
* Maintaining stock details.
* Handling entire office work.
* Attending incoming & outgoing calls.
* Maintaining Staff Attendance, leave records.

**Computer Knowledge**

**Ms-Office :** CCC (Concepts of Computer Course) & Ms-Word, Ms-Excel,

Power Point and Networking activity like mailing

And communication

**Expert Accounting :** Completed Diploma in Financial Accounting (6 Months) Knowledge of PF ESIC

**ACADEMIC QUALIFICATIONS:**

* M.Com from D.Y.Patil Arts Commerce & Science College , Akurdi **(Waiting For result)**
* B.Com passed from ( Dr. Arvind B. Telang ) Savitribai Fule University Pune with First Class in Apr-2014 (2nd Rank in college)
* HSC passed from (Prerana Jr. College, Pradhikaran) Maharashtra Board Pune in April-2011 with First Class (70 %)
* SSC passed from (Jnana Prabodhini Navnagar Vidyalaya ) ,Pradhikaran Maharashtra Board Pune in Mar-2009 with First Class (72.63 %)

**PERSONAL DETAILS**

**Name** : Deepali Vinod Mane

**Marital status** : Married

**Gender** : Female

**Date of Birth** : 1st August 1993

**Permanent Address.** : Sector No-21 Scheme No-9 Room No-2/1

Yamunanagar Nigdi Pune-411044

**Language known** : Marathi, English, Hindi.

**Hobbies** : Social working, interacting with People,

Listening To Music.

**PERSONAL STRENGTHS**

Strong determination to succeed, highly organized - can priorities work schedules, manage time effectively and meet deadlines, Work independently and as part of a team and Resourceful, proactive and have initiative.

**DECLARATION**

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

**Date:**

**Place: Pune Name:** Deepali Vinod Mane