**Resume**

**Name : Mrs. Meera Abhijeet Pise**

**Objective :**

To,

**Dear Sir,**

My personal  details,Academic  Qulification and Experiance  all the details given below  in way of Resume Please see As positive Approch And give me Achance  to work With Company or Organisetion.

**Personal Details**

**Name**                 : Mrs. Meera Abhijeet Pise

**Address**              : Ashirwad Corner Building,Flat no. 501,5th floor,NDA Road,shivane Pune-411023

**Mobile No.**         : 8623892266

**Birth date**           : 30th Nov.1980

**Gender**             : Female

**Nationality**         : Indian

**Marritial status** : Married

**Academic   Qulification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board /University** | **Passing Year** | **Passing Class** |
| S.S.C. | Pune Board | March-1992 | Second Class |
| H.S.C. | Kolhapur Board | Oct-1994 | Second Class |
| B.Com. (Accounts) | Shivaji university | Oct-2000 | Second Class |
|  |  |  |  |

**Other Certificate Course**

**Computer** :  CCC, Tally 7.2, Tally 9ERP

**Knowledge of operatiing**:  Micro Excel, Word , power point , paint and internet, computer accounting, etc

**1. Certificate Course in Taxation :** Direct indirect tax

**Institute :** Decon Institute of Commerce, Kolhapur.

2. Certificate course in stock market :

capital market and option market foundation course

Institute: Vansh Capital, trading & investment advisory wealth management service

**Sudesh Perfumary Works,Kolhapur.**

**Work  as**            : Assistant Accountant

**Work Nature**    :  Mannually accounting

**Working Period** : 1 Yr. (2004 to 2005)

**Moog Construction Kolhapur.**

**Work  as**             : Accountant

**Work Nature** : Mannually & Computerise accounting, Office Managment

**Working Period** : 2 Yr. (2005 to 2007)

**Reliance Life Insurance, Kolhapur.**

**Department**: Life Insurance

**Work  as** : Custemer Relationship Assistant

**Work Nature** : Administrstion & Office management

**Working Period** : 1 Yr. (2007 to 2008)

**Shivaji universitry, Kolhapur.**

**Work  as**             : Junior Cleark

**Work Nature** : Mannually & Computerise Admissions & Office Managment

**Working Period** : 1 Yr. (2008 to 2010)

**Ganesh Industries , Kolhapur.**

**Work  as**             : Assistant Accountant

**Work Nature** : Mannually & Computerise accounting & Office Managment

**Working Period** : 1 Yr. (2010 to 2012)

**Last Working Job**

**Sara investment ,Pune**

**Work as:** Back operation

**Work Nature** : manage payments, operations matnagement

**Work period**: 2yrs (2013 to 2016)

**Work Responsbility**

1.      Administration

2.      Handling Office Responcebility

3.      Co- ordination

4.      Intract With people

5.      Computerise accounting

I hereby declare that all information given above is true and correct to the best of my knowledge .

**Thank You,**

**Your’s Faithfully,**

**(Mrs. Meera Abhijeet Pise)**

**Date:28-06-2016**

**Place: Pune**