**Name: Swati Uttam Aiwale**

**Mobile No**. : 918693857898 **E-mail ID** : swatiaivale123@gmail.com

**Address** A-203,Varadvinayak Apt, Kharegaon Pakhadi, Kalwa(W), Thane(605).

**Objective:**

Perform the entrusted task with full diligence, dedication and also use my skills in the best possible way for achieving the institutions goals.

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Year | Board | Marks | Institution |
| Bachelor of Commerce | 2017 | University of Mumbai. | **CGPA=4.81** | Mulund college of commerce, Mulund (W) |
| HSC | Feb-2014 | Maharashtra State Board Of Secondary And Higher Secondary Education, Mumbai. | **63.54**% | Mulund college of commerce, Mulund (W) |
| SSC | March 2012 | Maharashtra State Board Of Secondary And Higher Secondary Education, Mumbai | **76.20**% | Jijamata Vidya Mandir, Bhandup(W) |

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**Technical Skill and Interests:**

**Qualities and skills**

* Good logical thinking with better understanding.
* Hardworking.
* Team work capability.
* Punctuality

**Technical Skills**

* MS-CIT ,Tally,GST filling
* Preparing sales invoices, expense, purchase,voucher ,Payments followup , Handling petty cash ,other admin & related work assigned
* Day to day entries in Tally ERP9 , Bank reconciliation

**Interest**

* listening Music, Watching movies.

**Experience:**

* Worked for 1 year at G&j Associates, Vikhroli from April 2018 to Dec 2019

**Personal Detail:**

* Date of Birth: 10/09/1996
* Gender: Female
* Marital Status: Unmarried
* Nationality: Indian
* Languages known: Marathi, Hindi and English

**Declaration**

I hereby declare that the above given information is true to the best of my knowledge. I shall be responsible for any discrepancy found in it.

(Swati Uttam Aiwale)