

Address: A/203, Sarvoday Height CHS. Ltd.,  
Near RTO Office, Kalyan (West), Thane – 421 301.  
Cell No. 08082047202, 9819033490  
E-mail ID: nutan18.lokhande@gmail.com

**Objective**

My objective is to be part of a growth-oriented organization, which aspires to be the leader in its industry. An organization opportunities to grow with it and encourage hard work, initiative and enterprise.

I believe that I have the required potential, skill and inclination to do justice to the opportunities and challenges provided by a career.

**Working Exp.**

- Working in M/s. Only Veneer as a Accountant 5<sup>th</sup> April 2016 to 30<sup>th</sup> Sep. 2016.
- Working in M/s. VR Accounting Solution Pvt Ltd As a Sr. Account Executive 1<sup>st</sup> August 2015 to 31<sup>st</sup> March 2016.
- Working in M/s. SURANI ENTERPRISES As a Accountant March – 2013 to 31<sup>st</sup> JULY 2015.
- Three years working in M/s. Trio Metrological Laboratory As a Accountant from April - 2010 to Feb – 2013
- Work With M/s. Sai Engineering Works in Vasai From Nov. 2005 to Oct. 2006 as an Account Assistant & 2006 To 2010 As A STORE INCHARGE & Accountant.
- Work with GAWAD Engineering Works in Bhayander From March 2002 To Oct 2005 As A STORE ASSISTANT.

**Type Of Works**

- Daily Correspondence Works related to Dispatch & Enquiry.
- Preparation of sales Invoices, Logistics, Dispatch Procedure Co-ordination.
- Preparation Of Sales & Purchase List, Payment, Follow up.
- Payment & Receipt Entry in Tally.
- Reconciliation.
- Cheque Make.
- Vat Calculation.
- Online C-Form Application.
- Salary Distribution.
- Sales related Works, Quotation, Issue Purchase Order, Proforma invoice.
- Office Documents Filing.
- All others work.
- Service Tax Calculate & E-Payment.
- Prepare Calibration Certificate.
- Analysis report as per customer requirement.

#### **Education Qualification :**

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**FYBA.** From Mumbai University .

#### **Additional Qualification :**

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##### ➤ **Computer Skill**

##### **Knowledge Of Computer operating, Tally 9.**

. (Windows, Ms-Office, Internet)

English Typing Speed with 30 w.p.m.

#### **Personal Strength :**

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- Attitude to learn & fast grasping power
- Logical thinking and problem solving ability
- Ability to adapt to all kinds of industries / environment.
- Ability to be a part of a team and to contribute handsomely
- Good communication skill

#### **Personal Details :**

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**Date of Birth** : **25<sup>th</sup> December 1984.**

**Nationality** : Indian

**Marital Status** : **Married.**

**Languages Known** : English, Hindi and Marathi.

**Hobbies** : Reading, Traveling, Listening Music.

Date:

Signature

Nutan Pankaj Lokhande