

Curriculum Vitae

DEEPALI SUDAN NAIK

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Near vitthal mandir,
Agashi Road,
Virar (West)-401 304

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CAREER OBJECTIVE

Being a team player in a competitive environment with quick learning quality and using every bit of my experience to excel.

WORK EXPERIENCE

Working as **Sales Admin Executive** in **Accurex Biomedical Pvt.Ltd.** since 2 year i.e from **12th September 2016 to Till date.**

Key skills:

- Invoicing, creating party ledger, stock entries in the **Tally ERP 9.**
- Maintaining Daily **MIS report.**
- Followup with courier for the clearance of the domestic shipments.
- Followup with the parties for the payments.

ACADEMIC QUATIFICATIONS

M.COM (Part 2)	Mumbai	April 2018	57.25%
M.COM(Part 1)	Mumbai	April 2017	63.25%
T.Y.BCAF	Mumbai	March 2016	75%
H.S.C.	Mumbai	March 2013	69%
S.S.C.	Mumbai	March 2011	83%

COMPUTER SKILLS

Software Package : MS-Office, Tally ERP 9.0, Data Entry, Progen ERP.
Accounting Package : Knowledge of E-Mail & Internet Browsing.

Typing Skills : 30 W.P.M (English)

PERSONAL PROFILE

Date of Birth : 2nd December, 1995

Marital status : Unmarried.

Gender : Female.

Nationality : Indian.

Language Known : English, Hindi, Marathi.

Hobbies : Listening Songs, Drawing & Playing games.