

## **RESUME**

**NAME** : Omkar Sudhakar Shrungare

**ADDRESS** : Bhagwan Fullu Gawali Chawl, Samarth Nagar, Majas wadi,  
Jogeshwari East Mumbai - 400 060

**CONTACT NO** : 9699228728

**DATE OF BIRTH** : 10<sup>th</sup> September, 1997

**MARRITAL STATUS** : Single

**EMIAL ID** : [shrungareomkar@gmail.com](mailto:shrungareomkar@gmail.com)

### **EDUCATIONAL QUALIFICATIONS:**

EXAMS	Year OF PASSING	BOARD/UNIVERSITY	GRADE/CLASS/PERCENTAGE
S.S.C	2012-13	MAHARASHTRA	84%
H.S.C	2014-15	MAHARASHTRA	73%
TYBCOM	2018-19	MUMBAI UNIVERSITY	60%

**OTHER QUALIFIACATION:** Ms-Cit Computer Course,  
Typing Speed English 40 Wpm  
Typing Speed Marathi 30 Wpm  
Tally 9

**WORK EXPERIENCE** : 1) Work As An Office Assistant At AIRCEL Back Office  
From October 2015 To May 2016.

- 2) Work As An Account Assistant In CA Deepak Bansal, Goregaon.
- 3) Work As An Accountant In Bright Elevator Technologiesfrom  
October 2017 To 31<sup>ST</sup> May 2019.

**JOB DESCRIPTION :**

**Tally Entries Like Sales, Purchase, Payments, Receipts,  
Debit Note, Credit Note, Journal Entry.  
Bank Reconciliation Statement, GST Return, E-Way Bill  
Handling Details Of Sales &Purchase Bills & Their  
Payments.  
Handling Mails  
Making Salaries &Wages Of The Employees.  
Making Payments Through Bank Trf Like NEFT, RTGS.**

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

**Place :** Mumbai

**Date :**

**Yours Faithfully,  
(Omkar Sudhakar Shrungare)**