

RESUME

NIKITA GOVIND GHADSHI

TopiwalaChawl, Pipe Line,
PakkiBawadi, Room No.348, Khar(East), Mumbai 400051
Maharashtra, India
E-mail : ghadshinikita20@gmail.com
Mobile No.8828498434/9833467855

OBJECTIVE

I would like to have an experience in the respective filed. Thereby I would like to contribute my knowledge, skills and efforts for the success of the Organization.

Computer & Other Skills

- Having working knowledge in Computer system as MS Office (Microsoft Word, Excel, Power Point, Internet).
- Having certificate of MS-CIT, DTP
- Advance Tally ERP-9 With GST
 - ❖ Accounting Master in Tally ERP-9
 - ❖ Inventory Features
 - ❖ Data management
 - ❖ Advanced Accounting in Tally ERP-9
 - ❖ Voucher Entry in Tally ERP-9
 - ❖ Payroll Syastem
 - ❖ Point of Sale
 - ❖ Financial Report
 - ❖ Bill of material
 - ❖ TDS (Tax Deducted at Source)
 - ❖ GST(Goods & Service Tax)
- Having certificate of Typing English @ 40 w.p.m.
- Having certificate of Typing Marathi @ 30 w.p.m.

Personal Skills

- Ability to think strategically.
- Self Motived, Drive energy and initiative with proven to Respond in pressure.

- Possess excellent work ethics and a “can-do” attitude.
- Working with people Teamwork.
- Hardworking, Time conscious, Quick Learning Curve.
Motivation skills & positive attitude.

Work Experience

❖ DEPARTMENT OF SALES TAX

Duration :- July 2012 to till date.

Designation :- Data Entry (English & Marathi)

❖ PECAZ FASHION PVT. LTD.

Duration :-Jan 2012 to June 2012

Designation :- **Tally Operator(Voucher Entry)**

Education

T.Y.B.Com

Chetna College, Bandra, Mumbai.

Year of Completion :March 2014

Stream :Commerce

HSC

Anuyog College, Khar, Mumbai.

Year of Completion : March 2007

Stream : Commerce

SSC

Mahatma Gandhi Vidyamandir, Bandra, Mumbai.

Year of Completion : March 2005

Personal Details

Date of Birth : 20th Nov. 1988.

Marital Status : Single

Gender : Female

Age : 29

Father's Name : M/s.GovindGhadshi

Parmanent Address : Room No.348,TopiwalaChawl, Pipe Line, PakkiBawadi,
JawaharNagar,Khar (East), Mumbai 400051.

Languages Known : English, Marathi and Hindi.

Hobbies & Interests

- Reading Newspapers & Watching Movies.
- Listening Music.

Declaration

I do hereby confirm that the information given in this form is true to the best of my knowledge and belief.

Date :

Place :

Yours truly,

Nikita Ghadshi