

CURRICULUM VITAE

DIXITA SMIT SHAH

Contact Address

A/101,Shankar Smruti, Co-op Hsg Soc,
D'cona Street ,opp Mahanagarpalika,
Station Road,
Bhayandar (W)
Dist Thane 401101

Mobile No: 9172791919

Email Id : dixita_punamiya@yahoo.com

- **Career Objective**

A Challenging full time position in a dynamic & Progressive company where my creative talents and innovative capability can be utilized.

- **Educational Qualification:**

EXAM	UNIVERSITY / BOARD	YEAR	GRADE
SSC	Maharashtra Board	2003 – 2004	SECOND
HSC	Maharashtra Board	2005 – 2006	SECOND
T.Y.Bcom	Mumbai University	2009 – 2010	SECOND

- **Work Experience**

Worked as an Assistant in Tax Consultant Firm for 2.5yrs.(2014-15)

- **Filing Income Tax Return**
- **Filing Sales Tax Return**

Maintaining books of Accounts.

Sales/Purchase Entry.

Receipt/Payment Entry.

Handling Accounts up to finalization.

Currently Working as an CRE in Pivotrading.co.in (Zerodha) from 2yrs.(2017-19)

Current salary 13000/- p.m

- **Computer Literacy**

- Proficiency in Application Software MS office,Excel.
- Acquaintance with Computer programs like Tally

- **Qualities & Hobbies**

- Strong Analytical Skills & Quick Learning Ability.
- Quest for learning & accepting new Challenges.

- **Key Interest**

- Interesting in watching T.V,Music & learning

- **PERSONAL DETAILS**

Age (Date of Birth)	: 30 Years (23 RD OCT 1988)
Sex/Marital Status	: Female /Married
Language Proficiency	: English, Hindi .Marathi,Marvari and Gujarati
Hobbies and Interests	: Music, Travelling, etc.

