

## **Resume**

**RUCHITA JOSHI**

**E-mail: jjoshiruchita@gmail.com**

**Cell No : +91 9987809818/8850082819**

### **Career Objective**

*To secure responsible position that will challenge my abilities allowing me to fully utilize my problem solving skills.*

### **Professional Experience**

<b>Employer</b>	<b>H P Corporation</b>
<b>Duration</b>	<b>From Oct 2018 to Till Date</b>
<b>Designation</b>	<b>Accountant Assistant</b>

<b>Employer</b>	<b>MEP CONSULTING</b>
<b>Duration</b>	<b>From July 2017 to Nov 2018</b>
<b>Designation</b>	<b>Receptionist cum Office Assistant</b>

<b>Employer</b>	<b>NEW INDIA CO-OP BANK LTD. (On behalf of Docuscan Pvt Ltd)</b>
<b>Duration</b>	<b>From 05<sup>th</sup> March 2015 to June 2017</b>
<b>Designation</b>	<b>Data Entry Operator/Data analyst/(back office operation)</b>

<b>Employer</b>	<b>Sachin Chemicals</b>
<b>Duration</b>	<b>From 5th June 2012 to March 2014.</b>
<b>Designation</b>	<b>Office Assistant cum Junior Accountant</b>

### **Summary of Experience:**

- Work as a Accountant Assistant. making daily entry in Tally Sales, Purchase, Receipt & Payments, making of invoice & debit note credit note , Knowledge of GST .

- *Work as Receptionist cum Office Assistant I MEP Consulting. Attending Call, making transmittal of Projects , Maintain data of Projects , Bill checking & making of Challan etc.*
- *Co-ordinate with Administration department for Stationery Requirement & Maintenance of it.*
- *Preparing cheques, Purchase Order, Accounting work of Making Daily entry in Tally ,all related Logistics attending phone calls in sachin chemicals*
- *As a Data Entry Operator In New India Bank working in Kyc Dept*
- *Modifying KYC form, checking various list related to KYC Department*
- *Analyzing documents of retail and corporate accounts*
- *Freezing accounts of customer list*
- *Entering data related to KYC form and insurance form*
- *Updating record relates to KYC information*
- *Scanning various documents*
- *Making invoice in excel and maintaining files .*
- *In hari om estate maintaining files and record s filing details in excel*
- *And all other reception type work in this company*

- **Computer Skills :**

- *MS-Office, MSC-IT, Tally Erp 9, Internet-Mail etc.*
- *Typing: English & Marathi.*

**Qualification:**

***HSC: 2009 Anandibai Damodar College, Borivali, Passed in 2<sup>nd</sup> class***

***SSC: 2007, Vidya Mandir, Dahisar, Mumbai university, Passed with 2<sup>nd</sup> class***

***T.Y.B.COM: 2012,Anandibai Damodar College, Borivali,Passed with 1<sup>st</sup> class***

**Personal Details:**

<i>Date of Birth</i>	<i>22<sup>nd</sup>February1992</i>
<i>Sex</i>	<i>Female</i>
<i>Hobbies</i>	<i>Listening Music, Wathching TV, Reading Books &amp;Newspaper</i>
<i>Language</i>	<i>English, Hindi, Marathi</i>
<i>Marital Status</i>	<i>Unmarried</i>
<i>Nationality</i>	<i>Indian</i>
<i>Present Address:</i>	<i>A-202, Safalya CHS, Near SBI Bank, Mahavir Nagar, Kandivali West Mumbai-400067</i>
<i>Community :</i>	<i>Hindu</i>

**Declaration**

*I do hereby declare that all the aforesaid statements are true to the best of my knowledge and belief.*

*(Ruchita G. Joshi)*

*Place: Mumbai*

*Date:*