**Neeta Bhati**

Mobile No: 9049743813

Email : [neetabhati49@gmail.com](mailto:neetabhati49@gmail.com) Add : Flat No.A1/04, Kamal Residency Society, Sukhsagar Nagar-2, Kondhwa BK, Pune -411048

**Objective:**

I am a person who firmly believes in quality work with a result-oriented approach & secure a responsible career opportunity to fully utilize my skills & knowledge, while making a significant contribution to the success of the company.

Specific Strengths and abilities include: Communication Skills, Goal Oriented, Problem handling and solving, Hardworking, Sincere has potential to strive the best.

**Personal Information:**

* Name : Neeta Ashok Bhati
* Sex : Female
* Date of Birth : 4th June, 2000
* Languages Known : Hindi, English, Marathi
* Marital Status : Single
* Nationality : Indian

**Education:**

* Bachelor of Business Administration – Finance| University of Pune| 2020
* Abeda Inamdar Senior College of Arts, Science, Commerce| HSC | 2017
* S. M. Joshi Hindi High School, Pune Maharashtra| 2015

**Awards and Acknowledgement:**

* Add on Course in MSCIT
* Presented PPT’s in College
* Participated in College Competitions

**Working Experience:**

* Working as an Accountant at CA Firm. (July 2017-Till date)

**Key Skills:**

* MS Office - Excel, Word, Powerpoint
* Tally ERP , Accounting
* Bank Reconciliation
* Prepare Balance Sheet and Profit and Loss Account
* Ability to complete my work within time
* Able to work under pressure

**Declaration:**

I, hereby declare that the above mentioned information is correct to the best of my knowledge.