

# RESUME

## Shweta Shivaji Gade

2/100, 1<sup>st</sup> Floor, Safalya Building,  
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## Career Objective:

Seeking a challenging position, to utilize my knowledge and training with an organization that has the potential for growth and expansion and has high standard of performance. To work for an organization that utilizes my skills and provides me with opportunities and upgrades my knowledge and skills.

## Educational Qualifications:

Qualification	Board	Year Of Passing	Percentage
SSC	Maharashtra Board	2008-2009	54.61
HSC	Maharashtra Board	2010-2011	47.83
TYBCOM	Mumbai University	2013-2014	60.42

## Additional Qualifications:

MSCIT

Tally

Basic Knowledge of Microsoft Office & Microsoft Excel 2003, 2007

## Typing Knowledge:

English Typing 30WPM

Marathi Typing 30WPM

## Work Experience:

Currently working with **HARSH ENTERPRISES** from 15th Nov 2017 to till date as Accounts executive

### Activities:

1. Managing the day to day office activities.
2. Maintaining and handling MIS. Collating and generating various type of data as per senior requirement.
3. Receiving purchase order, processing & making challans, sales and purchase requisition of bills and maintain the tracker.
4. Following up and interact with vendor for dispatches, stock management and queries.
5. Handling incoming calls and other communication.
6. Sending mail to vendor for dispatch related queries and billing activities.
7. Maintaining cash book and banking correspondence.
8. Purchase & Sales entries in tally regularly.

## Personal Profile:

Date Of Birth : 28<sup>th</sup> Dec 1993

Nationality : Indian

Languages Known : English, Hindi & Marathi

Hobbies : Photography, Trekking

Place: Mumbai

(Shweta Shivaji Gade)