

# NIKHIL P. KOKATE

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## Career Objective

To hold a good position in my profession with global outlook and promising future that provides me good opportunity to work at my full capacity and make progress.

## Educational Qualification

Course	Name of Board/University	Year of Passing
M.Com (Accountancy)	Shivaji University	2018
B.Com (English)	Shivaji University	2014
12 <sup>th</sup>	Maharashtra State Board	2011
10 <sup>th</sup>	Maharashtra State Board	2009

## Computer Proficiency

- Worked on also Tally ERP9.0
- Knowledge about Tally ERP 9.0/7.2, Accounting Packages etc.
- Certificate course of 'Basics of Computers, MS-office and Tally'.
- Certificate course of MS –CIT.

## Work Experience

Organization	Designation	Working Period
D.C. Associates	Data Entry Operator	2 Years
Aditya Enterprises	Jr. Accountant	2014 - Present

## Work Exposure:- Accounting (Cleark)

- Preparation and Maintenance of Books of Accounts of Various Data Entities in the area of Purchases, Sales and Cash.
- Managed cash drawers and cash pick-ups
- Knowledge of Online Banking.

## Strengths

- Good Team Player and Keen Learner.
- Dedicated, disciplined and believe in team work.
- Committed to deadlines and schedules.
- Strive for Perfection in every work.

## Personal Details

- Father's name :- Pradeep V. Kokate
- Date of Birth :- 30<sup>th</sup> August, 1993
- Marital Status :- Single
- Interests :- Reading Novels & listening soft music

Place: Kolhapur  
Date:

(Nikhil P. Kokate)