

## **CURRICULUM VITAE**

### **Reshma Nathuram Chambhare**

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### **CAREER OBJECTIVE**

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- To establish a formal relation in professional environment in order to gain tangible and intangible benefits for the organization and to prove myself as an asset for the Organization.

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### **WORK EXPERIENCE**

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- 1) 'Vaishali Products', 'Hitesh Bangles' & 'Bhavana Enterprise' as an 'Accounts Assistant' from Dec 2019 to July 2020.

#### **Job Profile:-**

- Making Quotation.
- Maintaining personal accounts (Tally).
- Prepared Reconciliation's Statements: Banks, Debtors, and Creditors etc.
- Maintaining accounts (Cash books/Day books) in both manual as well as computerized system
- Prepared Trading, P&L Accounts and Balance Sheets of different concerns like
- Proprietorships, Partnership Firms, Companies, Co-operative Societies, etc.
- Handling customer related feedback activities.

- 2) 'Auto Air India' & 'Naman Auto Parts' as an 'Accounts Assistant' from Nov 2018 to Nov 2019.

#### **Job Profile:-**

- Making Quotation.
- Maintaining personal accounts (Tally).
- Prepared Reconciliation's Statements: Banks, Debtors, and Creditors etc.
- Maintaining accounts (Cash books/Day books) in both manual as well as computerized system.
- Prepared Trading, P&L Accounts and Balance Sheets of different concerns like
- Proprietorships, Partnership Firms, Companies, Co-operative Societies, etc.
- Handling customer related feedback activities.

- 3) 'Regal Plus' as a 'Computer Operator' from Dec 2016 to March 2018.

- 4) 'Subway Eat Fresh' as a 'Cashier' & 'Sandwich Artist' from March 2013 to Nov 2016.

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### **EDUCATIONAL BACKGROUND**

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- Dropped F.Y.B.com in the year 2014.
- Passed H.S.C in the year 2013 from Maharashtra Board.
- Passed S.S.C in the year 2011 from Maharashtra Board.

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### **ADDITIONAL EDUCATION BACKGROUND**

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- Certified Course in Tally 9 / Tally ERP-9 / MS-CIT.
- Computer Basics and MS office Course/DTP/ Advance Excel.

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### **PERSONAL INFORMATION**

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- Date of Birth : 03<sup>rd</sup> July 1996.
- Status : Unmarried, Female.
- Languages Known : English, Marathi & Hindi.
- Hobbies : Reading, Writing & Drawing.

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### **STRENGTHS**

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- Ambitious Hard Working & Sincere.
- Good Interpersonal Skills, Patient and Understanding.
- Good listener and have a good learning ability.

I hereby abide that all above given details is true to the best of my knowledge.

Yours Faithfully,

Reshma Chambhare.