**CURRICULUM VITAE**

VINAYIKA GANPAT NAVRAT

ROOM NO-207,2ND FLOOR, C WING,

SAYUKTA EKJUT SRA SOCIETY, KATRAK ROAD E-Mail id. vinayikanavrat14@gmail.com

WADALA MARKET, WADALA, MUMBAI-31

Cell no:9022215624 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CAREER OBJECTIVE

To work in a challenging environment that offers good opening to contribute my skills and knowledge for success of the organization and provide opportunities for personal growth.

ACADEMIC QUALIFICATION

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| --- | --- | --- | --- |
| Examination | Month & Year | School / Collage | Class |
| M.COM Part-2 | April 2016 | Mumbai University | Second Class |
|  |  |  |  |
|  |  |  |  |
| M.COM Part-1 | April -2015 | Mumbai University | Second Class |
|  |  |  |  |
| T.Y.B.COM | March-2014 | Kirti M. Doongursee College | First  Class |
| H.S.C. | March-2011 | Kirti M. Doongursee College | First  Class |
| S.S.C. | March-2009 | [I.E.S.'s Mahatma Jyotiba phule kanya shala,Dadar](https://www.facebook.com/pages/IESs-Mahatma-Jyotiba-phule-kanya-shalaDadar/107365719311024) | First  Class |

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| WORK EXPERIENCE |  |
| Experience | June-2014 to till date New Globe Logistik LLP., Fort, Mumbai as Account Executive  Company Profile:- New Globe Logistik LLP. is a premier ISO 9001 Certified, IATA approved Logistics company involved in Air and Ocean Freight forwarding, Custom Clearance & logistics services headquartered in Mumbai/India, having a nationwide network of offices backed by a worldwide network of partners, supported by a team of over 200 professionals all working with one goal in mind.  Role : Account Executive  As a Account Executive, my role is as follows:   * Maintaining daily bills of Sea/Air (Import/Export) in Logisys. * Maintaining Bank Books, Cash Book. * Concerned with Payments, Receipts, Purchase bill & Journals. * Preparation Of Bank Reconciliation Statements * Final Execution of Business Obtained Sales Report [BOR] * Online Custom Duty & Stamp Duty Payments * RTGS / NEFT. * Highly Motivated & Strong Work Ethic. * Debtors outstanding followup by email and phone calls. |
| Interests | Listening to music, Traveling |
| Computer Skills | * Ms-Word, Excel, Power Point.. * Tally 9. * Typing Speed 30 W.P.M. |

PERSONAL PROFILE

Date of Birth : 14th Feb, 1994.

Gender : Female.

Marital Status : Single.

Nationality : Indian.

Language known : English, Hindi & Marathi.

Declaration

I do hereby declare that the above statement stated above is true to the best of my knowledge and belief.

Date:

Place: Mumbai. (VINAYIKAGANPATNAVRAT)