**MAMATA JOSHI.   
Email Id:** [**mamataj17@gmail.com**](mailto:mamataj17@gmail.com) **Mobile no: +91 9820947391, +91 9833820340**

**OBJECTIVE :-**

Seeking a position to utilize my skills and abilities in the progressive Industry that offers professional growth while being resourceful, innovative and flexible.

* **GERMAN QUALIFICATION :-**

|  |  |  |
| --- | --- | --- |
| Level | Result | Institute |
| A1 | Cleared | Max Mueller Bhavan |
| A2 | Cleared | Max Mueller Bhavan |
| Advanced Diploma | Cleared | Mumbai University |

* **EDUCATIONAL QUALIFICATION :-**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | University | Class | Year |
| Mcom part 2 | Mumbai University | First Class | March 2015 |
| Mcom part 1 | Mumbai University | First Class | March 2014 |
| TYBCOM | MUMBAI UNIVERSITY | FIRST CLASS | MARCH 2013 |
| HSC | MAHARASHTRA BOARD | FIRST CLASS | MARCH 2010 |
| SSC | MAHARASHTRA BOARD | FIRST CLASS WITH DISTINCTION | MARCH 2008 |

**Work experience:-**

* **Work as an apprentice for 5 months in NKGSB Bank (from 5 Dec 2013 to 5 May 2014).**
  + All clerical work like Passbook Printing, outward cheque clearing Payments FD & RD etc
* **Work in Resonance Designs & Advertising Company as a accountant.  
  (From 15th Dec 2014 to 31st Dec 2015)**
  + Bills Receivable & Payable
  + Bank Related Work, Petty Cash, entries in Tally, Maintain Day Book & Journals etc
  + Service Tax, TDS & VAT payment

**Soft Skills :-**

* MSCIT passed with 80 marks in March 2008.
* MS-OFFICE and ADVANCE EXCEL passed in July 2011.
* Wave Tally ERP 9.0
* Quick learning
* Tech savvy
* Friendly behavior

**LANGUAGES KNOWN:-**

English, German, Marathi, Hindi.

**HOBBIES :-**

Dancing, Singing, Trekking

**PERSONAL INFORMATION :-**

Date of Birth: 17th JUNE 1993.

Address : B/302, Gajanan Arti CHS, Chheda Road, Saraswat Colony, Dombivli (East) 421201.

  
 MAMATA A. JOSHI.