Sarvesh Savita
Accounts Executive - Accounts Department

Kanpur, Uttar Pradesh - Email me on Indeed: indeed.com/r/Sarvesh-Savita/07601ab34d57ea6d

• I want to build my career in a such way that I can show my potential and work efficiency with my knowledge & skills and strive for excellence in every sphere.
• I want to uplift my career with that organization where people are given to me a chance to grow and enhance my abilities and skills and also utilized my strengths that I am capable of.

WORK EXPERIENCE

Accounts Executive
Accounts Department - July 2012 to Present

Accounts-Executive
Accounts Department   -   Lucknow, Uttar Pradesh

Organization: MORAL GROUP OF COMPANIES LTD- [LUCKNOW H.O.]

Accounts Executive
Accounts Department - May 2011 to July 2012

Software-: Navision, Data men and MS-Office Package 2007.

➢ PROFESSIONAL EXPERIENCE:

Accounts Executive
MOHANI TEA LEAVES PVT. LTD   -   Kanpur, Uttar Pradesh - May 2011 to July 2012

Organization Profile: at Mohani Tea Leaves Pvt. Ltd.Kanpur which is involved in survey and blending of raw tea to convert as finished tea and performed in U.P., Uttaranchal & M.P

[CHARTERED ACCOUNTANT], FIRM
SATINDER AJMANNI & COMPANY   -   Kanpur, Uttar Pradesh - May 2009 to April 2011

KANPUR.
• Organization Profile: AT SATINDER AJMANI & Co. [C.A.], firm, Kanpur. Which is involved Books Audit of Company, HUF/Individuals, Firm, Trust and consulting to customer/parties for Income Tax, Sales tax, Service Tax matters and finalized Taxation cases.
• Designation: Computer Operator cum Assistant Accounts.
• Duration-: May, 2009 to April, 2011.
• Software-: Tally 7.2, 9.0 [ERP], Busy3.5, 3.6, MS-Office Package, 2003.

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EDUCATION

C.S.
J.M. University   -   Kanpur, Uttar Pradesh

Commerce
U.P. Board

Industrial Accountant Course

The Institute of Computer Accountants - Kanpur, Uttar Pradesh

ADDITIONAL INFORMATION

➢ SOFTWARE KNOWLEDGE:

• Knowledge of Accounting Software Tally 7.2 & 9.0, ERP.
• Knowledge of Accounting Software Busy 3.5 & 3.6.
• Knowledge of Microsoft Dynamics NAV 2009 Classic with Microsoft SQL Server Navision Software [ERP]
based Software working with Mohani Tea Leaves Pvt. Ltd.
• Knowledge of DATAMEN window base Software working with Mohani Tea Leaves Pvt. Ltd.

➢ COMPUTER PROFICIENCY:

• MS-Office Package 2003 & 2007
• Internet
• Advanced Accounts
• R.O.C.
• Banking

➢ STRENGTHS & ATTITUDE:

• Determine & Cool Attitude
• Optimistic
• Dynamic.
• My efforts show my positive approaches.