

# SUNITA PARMESH PATHAK

## CONTACT

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Bhakti Park, Wadala, Mumbai

## SKILLS

- Space Planning
- Color Theory
- Material Understanding
- Problem Solving
- Digital Imaging Abilities
- 3D Design Modelling Tool Knowledge
- Architectural Detailing Abilities

## SOFTWARE PROFICIENCY

- AutoCAD
- SketchUp
- Microsoft Office
- Photoshop
- Tally

## PROFILE

Completed my graduation in 2000 from Kumaun University, Nainital, with a focus on Economics, Political Science, and English Literature, followed by a postgraduate degree in Political Science in 2004. My earlier education includes high school (1994) and intermediate (1997) from the UP Board. Additionally, I have a one-year computer diploma in office automation.

In 2013, I earned a diploma in Interior and Exterior Decoration, and I hold further qualifications such as an advanced diploma in computing from Kumaun Unisys Haldwani and a three-month certification in automation from C-DAC GIST Haldwani, Nainital.

## WORK EXPERIENCE

### Account Assistant

Biotech Private Limited

2011-2013

- Managed day-to-day accounting operations, including data entry and record-keeping.
- Assisted in the preparation of financial statements and reports for internal audits.
- Processed invoices, reconciled accounts, and maintained accurate financial documentation.
- Collaborated with the finance team to ensure compliance with company policies and financial regulations.

### Account Assistant

Resham Vibhag

2013-2014

- Handled financial transactions and maintained ledger accounts.
- Assisted with budgeting, forecasting, and monthly reporting for financial planning.
- Prepared and submitted tax documents, ensuring compliance with local regulations.
- Worked closely with senior accountants to streamline financial processes and enhance accuracy.

### Interior Designer

Swapn Interior Design & Decoration Construction

2014-2023

- Develop and present creative design concepts that align with client needs, budgets, and project requirements.
- Select and coordinate materials, furniture, and color schemes to create cohesive and functional spaces.
- Collaborate with architects, contractors, and suppliers to ensure project timelines and specifications are met.
- Oversee project progress and make on-site adjustments to maintain design integrity and client satisfaction.