

CURRICULUM VITAE

Sweta Abhijit Naik

Plot no 56, Near T V Centre

Doordarshan Nagar

Belgaum -590001

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OBJECTIVE:

Seeking challenging and responsible position in an organization and to excel by utilizing my experience and by learning new skills.

PROFESSIONAL EXPERIENCE :

Kanchangauti Mahila Sahakari Patpedhi Pvt. Ltd.

Clerk cum Cashier from 7th January, 2014 to 21st April 2018.

Role & Responsibility:

- Working in JJIT Software i.e. J Crore, JR. 7
- Clerk related work as cheque clearing & cash transaction i.e. cash receipt, payment scroll, transfer entries, daily reports i.e. Trial Balance, Profit & Loss A/c, Cash docket, transactional list, cash book, cashier as handling cash.
- Opening of accounts : handling documentation of saving deposit, recurring deposit, fixed deposit and documents related to requirement of loan.
- Accounts related work i.e. record keeping, outward and inward register of accounts, bank transactions, bank reconciliation etc.

Corniche India Pvt. Ltd.

Accounts Executive from 1st July, 2011 to 31st March, 2012.

Role & Responsibility :

- Working on Tally ERP – 9 Software as handling office related work, making purchase and Sales voucher and bills i.e. billing and bank transactions.

COMPUTER SKILLS :

- MS-CIT
- Tally ERP – 9
- Certified Industrial A/c. from ICA Institute.

EXTRA CURRICULAR ACTIVITIES :

- First Prize in Economics paper presentation during graduation.
- Won Prizes in Drawing and English Essay at school and College level.

EDUCATIONAL QUALIFICATION :

- Secondary School Certificate Examination from St. Mary's High School in second class, Dombivli, Mumbai (Maharashtra Board)- 2006
- Higher Secondary Certificate Examination from the S.I.A. Junior College in first class, Dombivli, Mumbai (Maharashtra Board)- 2008
- Bachelor's Degree of Commerce from Model College, in second class, Dombivli (Mumbai University)- 2011.

PERSONAL DETAILS :

Date of Birth	:	06.05.1991
Nationality	:	Indian
Marital Status	:	Married
Religion	:	Hindu, Konkan Maratha
Languages knowledge	:	English, Hindi, Marathi & Konkani
Hobbies	:	Reading books, Listening music, drawing, travelling

DECLARATION :

I hereby declaration all the above information provided is true to the best of my knowledge.

Place :

Date :

(Sweta Naik)