

# **CURRICULUM VITAE**

**Mr. RAKESH RAJARAM AMBRE.**

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Date: -

## **CAREER OBJECTIVE:**

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

## **EDUCATION QUALIFICATION:**

NAME OF INSTITUTION	UNIVERSITY/BOARD	STREAM	YEAR OF PASSING	PERCENTAGE %
S. S. JONDHALE, DOMBIVALI	University Of Mumbai	H.S.C.	1994-95	45%
S. S. JONDHALE, DOMBIVALI	Maharashtra	S.S.C	1992-93	48%

## **TECHNICAL SKILL:**

WIREMEN - HOUSING HOSPITAL WIRING

Knowledge of Accounting Package Tally 7.2

MS-OFFICE & Internet.

## **ORGANISATIONAL EXPERIENCE:**

1. MACHINE FABRIC COMPANY - (RABALE) 1995-1996  
WIREMEN

2. STERLING ROADWAYS - (THANE) 1996-2006

ACCOUNT DATA ENTRY

● RESPONSIBILITY - ACCOUNTING & DATA ENTRY

MAINTAINING THE DAILY VOUCHER RECORD

MAINTAINING THE MONTHLY BANK RECONCILIATION STATEMENT

SALES , PURCHASE, JOURNAL ENTRIES IN TALLY 7.2

PREPARATION VOUCHER, CHEQUE, PAY IN SLIP & FILING OF THE SAME

3. SHARMILA TRAVELS - (THANE) 2006-TILL DATE

COUNTER STAFF AND ACCOUNTS DATA ENTRY

- RESPONSIBILITY - SALES ACCOUNTING, PETTY CASH HANDLING, AIR TICKETING.  
MONTHLY BANK RECONCILIATION STATEMENT  
ACCOUNTING SALES & PURCHASE BILL

**STRENGTH:**

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- Leadership qualities.
- Good communication and listening skills.
- Willingness to learn new things.
- Good Ability to work in group

**PERSONAL INFORMATION:**

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Date Of Birth:	14 <sup>th</sup> OCT 1976
Gender:	Male
Marital Status:	Married
Nationality:	Indian
Languages Known:	Marathi, Hindi.

**DECLARATION:**

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I can prove my ability to work in your team. I hereby declare that the information furnished above is true to the best of my knowledge.

**Date:**

**Place:**

RAKESH R. AMBRE.