**VICKY ASHOK DIGHE**

**Address:** Falt No-10, Mahalamxi App, **Contact No**:-9623867093

Mahalaxmi Nagar Hirawadi Road, **E mail Id: -** vickydighe1992@gmail.com

Panchavti, Nashik-422003.

# Professional Objective:

I apply to your esteemed organization to provide to me the opportunity of being

a part of the growth & Success of our company by contributing the experienced

earned, training taken capabilities and knowledge passeseed.

# Work Experience

1. SAHADEV SALES CORPORATION.

Dec-2014 – Present

As a Senior Accountant .

**Responsibilities:**

* Financial report, audit, audit preparation & co-ordinate the audit process.
* Taxation & reports.
* Reports on debtors and creditors.
* Monthly management account preparation.
* Bank reconciliation, posting and balancing.
* Maintain Inventories Report, Store Ledger & Bin card.
* Maintain all registered, Books of A/c’s & Administrative Files.
* Prepares payments by verifying documentation and requesting disbursements.
* Monitored & recorded company expenses,
* Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
* Play a significant role in long-term planning, including an initiative geared toward operational excellence.
* Oversee monthly and quarterly assessments and forecasts of organization's financial performance against budget, financial and operational goals.
* Contribute to short and long-term organizational planning and strategy as a member of the management team, etc.

1. CA Firm (S.D.CHAVAN & ASSOCIATES CO.)

Feb 2009 – April-2014

As a Account & Audit Assistant.

**Responsibilities:**

* Accounting, Firm Audit, Company Audit, Bank Audit,
* Bank reconciliation, posting and balancing
* Income Tax, VAT, Service Tax.
* Audit Reports,etc.

# Education Qualification:

* M.com Passed from Pune University with Apper.
* B.com Passed from Pune University with 55% {2st Class Grade} in June 2012.
* H.S.C. Passed from Pune University with 53.17% {Higher 2nd Class Grade} in May 2008.
* S.S.C. Passed from Pune University with 59.36% {2nd Class Grade} in June 2006.

# Computer literacy:

* SAP
* Microsoft Word, Excel, PowerPoint, Software Packages.
* MS-CIT, TallyERP9.
* Internet Surfing,
* Typing with 30W.P.M. in English from Govt.

# **Skills:**

Accounting, Corporate Finance, Reporting Skills, Attention to Detail, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills.

# Personal Details:

Date of Birth :6st March 1992

Marital Status : Unmarried

Nationality : Indian

Languages Known : English, Hindi, & Marathi.

# Personal Traits:

Punctual, Open Minded, Quick Learner, Adaptable, Creative, Efficient,

Supportive, Co-Operative & Pleasing Personality.

# Abilities:

* Can Work as a team Towards Development & Progress in Strengthening

the Long Term business Progress.

* Ability to interact smoothly with all age groups.
* Can ensure maximum productivity along with maintaining a friendly.

I hope that the above said details will suffice your need for the required position in your concern; the details produced are all true and precise to my knowledge.

**Date** / / Sincerely Yours

**Place** : Nashik Vicky A Dighe