

RESUME

APARNA A.TIKHE

Sr.No.3/21 A, Akshay Colony,

Near Jijai Garden,

Warje, Pune – 411058.

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CAREER OBJECTIVE

TO WORK FOR AN ESTEEMED ORGANIZATION WHERE THERE IS A POTENTIAL FOR CAREER GROWTH, WHERE I CAN ENRICH MY KNOWLEDGE AND EXPERIENCE AND CONTRIBUTE THE SAME TO THE ORGANIZATION.

EDUCATIONAL QUALIFICATION

M Com	Pune University, Passed in the year April – 2016	63.63%
GDC&A	Maharashtra Board, Passed in the year May – 2014	58.25%
B Com	Pune University, Passed in the year April – 2013	55.17%
H.S.C.	Maharashtra Board, Passed in the year March – 2010	65.50%
S.S.C.	Maharashtra Board, Passed in the year March – 2008	78.79%

WORK EXPERIENCE

- Worked as Account Assistant in RAJENDRA AGIWAL & ASSOCIATES CHARTERED ACCOUNTANTS, Pune from Nov 2011 to Sept 2013 and was looking after.
 - Audit of Client and Banks
 - Maintaining Accounts of client in tally ERP 9
 - TDS Return

- Working as Accountant in a MOHOR FLOWTECH INDIA PVT LTD, dealing in industrial goods for domestic and exports markets, from Sept 2013 to till date and looking after.
 - Day to day accounts in Tally.ERP 9
 - Management Information system
 - Banking Transactions.
 - Export Documentation
 - Accounts payable / Receivable
 - Expense reports / Petty cash
 - Invoice processing

- Account reconciliation
- Recordkeeping
- Monthly GST Return – GSTR1 & GSTR 3B

PERSONAL DETAILS

FATHER'S NAME : Late MR. ASHOK TIKHE.
DATE OF BIRTH : 5TH DEC 1992.
GENDER : FEMALE
NATIONALITY : INDIAN.
MARITAL STATUS : MARRIED.
LANGUAGES KNOWN : ENGLISH, HINDI AND MARATHI.
HOBBIES : READING.
PLACE: PUNE

DATE:

(APARNA TIKHE)