**Smita S. Navle**

Mobile: 9096348305

Email ID: 55smitanavle@gmail.com

**Career Summary**

* Experience of managing accounting functions, preparing month end close.
* Proficient in team member, determined & quick learner with good interpersonal skill.
* Experience of working with ERP systems.

**Key Skills**

* Knowledge in working with MS Excel spreadsheets.
* Experience of working on DMS software
* Follow-Upon Customer payment issue.

**Personal Qualities**

* Quick learner
* Hardworking.
* Positive attitude.
* Excellent team player.
* Loyal towards work and duties.

**Professional Experience**

**Company Name:**The ShelarTvs (The Shelar Automotive)

**Place:**Sinhgad Road

**Designation:**Billing Executive CumAccounting Assistant

**Duration:**July 9/2015 to Till Date

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| * All types of voucher entry in tally underGST. |
| * Accounting for daily transactions. * Every customer payment history check and every entry punch in tally software * Work shop spare part and Labour - Basic GST working. * Preparing and submit weekly/monthly reports * Assisting senior accountants in the preparation of monthly/yearly closings * Also working in DMS Automobiles software. * Daily vendor payment entry in tally. * Bank Reconciliation.   **Achievements**   * Experience on Automobiles Filled Accounting * CertificateOf Tally Software   **Extra-Curricular Activities**   * MS-Office 2007(Word, Excel, Power point, Outlook, Internet) * Tally ERP 9 * Knowledge about DMS Software  |  | | --- | | **EDUCATIONAL** |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Qualification** | **Stream/Degree** | **College/School** | **University/Board** | **Year of Passing** | **Score** | | Graduation | B.Com. | Brihan Maharashtra College Of Commerce, Pune | Pune University | 2015 | 57.25% | | HSC | ------- | Brihan Maharashtra College Of Commerce, Pune | Maharashtra State Board | 2012 | 68.00% | | SSC | ------- | S. B. Phule High-School, Pune | Maharashtra State Board | 2010 | 71.09% |   **Personal Details**  **Date of Birth:** 29thJuly 1995 **Languages known:** Marathi, Hindi and English **Address:** 60/5A, Parvati Darshan, Near Hanuman Mitra Mandal  Pune- 411009  DECLARATION  I Hereby declare that the above said information’s are complete to the best of my knowledge.  Thanks & Regards  **Smita S. Navle** |
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