**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

|  |
| --- |
| * 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 MandalPune- 411009DECLARATIONI Hereby declare that the above said information’s are complete to the best of my knowledge.Thanks & Regards **Smita S. Navle** |
|  |
|  |