

CURRICULUM VITAE

SANGHAVI DILIP BADAVATE.

E-mail : sanghavibadavate123@gmail.com

V-16/101, SUVARNADURG,
ASHOKVAN, BORIVALI (E),
MUMBAI-400066.

Phone : +91 8976298483

OBJECTIVE:

I am seeking for a job challenging position that best utilizes my skills and allows opportunities for personal growth and uses my educational experiences to gain practical experiences. Also an environment that will offer the avenues to increase my knowledge.

ACADEMIC PROFILE

Academic Standard	Board/ University	Year of Passing	Performance
S.S.C.	Mumbai University	2009	82%
H.S.C.	Mumbai University	2011	75%
T.Y.BMS.	Mumbai University	2013-14	65%
M.COM.	Mumbai University	2017-18	60%

COMPUTER SKILL

Basic knowledge of computer with MS- CIT Course (MS Office, MS Word, MS Excel, MS Power point)

Good Command on Tally Accounting Software i.e. TALLY.ERP9.

Fair Knowledge of Internet, E-Mail & MS- Excel.

Completed Course of Typing GCC-TBC '30 W.P.M

EXPERIENCE

ORGANISATION : IBM-CONCENTRIX
DURATION : AUGUST 2014 To APRIL 2016
DESIGNATION : Customer Service Executive

JOB PROFILE

- Attracts potential customers by answering product and service questions, suggesting information about other products and services.
- Opens customer accounts by recording account information.
- Maintains customer records by updating account information.
- Resolves product or service problems by clarifying the customer's complaint, determining the cause of the problem, selecting and explaining the best solution to solve the problem, expediting correction or adjustment, following up to ensure resolution.

ORGANISATION : NEXT SERVICES
DURATION : MAY 2016 To MAY 2018
DESIGNATION : Senior Associate

JOB PROFILE

- Established guidelines for proper coding/billing for providers.
- Worked hand in hand with front office staff to ensure that the proper information was received for claims processing.
- Oversaw and ran necessary reports to ensure that all statuses were worked in a timely manner and helped in any capacity necessary.
- Maintained and updated all files including insurance companies, diagnosis, procedure, fees/profiles.

ORGANISATION : Newgen Internet Networks Pvt. Ltd
DURATION : MAY 2018 To Till a date
DESIGNATION : ACCOUNTANT

JOB PROFILE

- Maintaining day to day Petty Cash
- Monthly Salary Working.
- Banking Transaction.
- Making entries related to various Expenses.
- Entire Accounting Process.
- Working Sheet Of TDS
- Workings of GSTR3B, GSTR 1

PERSONAL DETAILS

Date of Birth : 20th March 1994.
Nationality : Indian
Gender : Female
Marital Status : Unmarried

Languages Known : English, Hindi & Marathi
Hobbies : listening music.

DECLARATION:

The information furnished above is correct and true to the best of my knowledge.

Date: 18.03.2020

Yours Faithfully,

Place: Mumbai.

Sanghavi Badavate