

RESUME

Miss. GAWDE TRUPTI RAMESH

Email : gawdetrupti9@gmail.com

Tel : + 91 84199 30158

Address : C-316, Janakalyan CHS, Near Sammelan Hotel,
S.V Road, Dahisar (East), Mumbai 400 068

OBJECTIVE

I would like to work with a growing organization to fulfill my career aspiration to give my best in organization. Willing to work as key player in challenging and creative environment to reach culmination.

EDUCATIONAL QUALIFICATION

Examination	Year Of Passing	Institute/College	University/Board	Percentage
TYBCOM	2017-18	Ghanashyamdas Saraf College	Mumbai University	B Grade
HSC	2014-15	Durgadevi Saraf College	Maharashtra Board	76.00%
SSC	2012-13	Balak Vihar Vidhyalaya	Maharashtra Board	80.80%

WORK EXPERIENCE

R5 Design Hub

➤ Accountant & Admin from June 2018 to June, 2019.

Job Responsibilities :-

1. Invoicing
2. Payment follow up
3. Co-ordinating with clients & Internal Team
4. Handling admin work (Taking attendance of staff, Arranging meetings, Letters Drafting)

ISRA (Indian Singers' Right Association)

- Accounts Assistant from July 2019 to Till Now.

Job Responsibilities :-

1. Invoicing & Preparing Clearance Certificates.
2. Handling Other Accounts Related Works.

SOFTWARE

- MS Word
- MS Excel
- Ms Office
- Advanced Excel
- Tally ERP 9
- GST

PERSONAL INFORMATION

Name : TRUPTI RAMESH GAWDE
Date of birth : 29th November,1996
Gender : Female
Marital Status : Single
Nationality : Indian
Languages known : English, Marathi, Hindi.
Hobbies : Reading, Listening songs, Singing .

DECLARATION

I consider myself familiar with Bachelor of Commerce. I am confident about my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Place : Mumbai

Signature

Date :