

# RESUME

**Name** : Mrs. Mandavkar Trupti Rajesh  
**Email** : gawdetrupti9@gmail.com  
**Tel** : + 91 84199 30158  
**Address** : C-17, Plot No.613, Rajdeep CHS,  
Charkop Sector - 6, Charkop, Kandivali (W),  
Mumbai – 400067, Maharashtra

---

## **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 March 2021.

#### **Job Responsibilities :-**

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

### **Markss Infotech Ltd**

- Billing Executive from July 2021 to Till now.

#### **Job Responsibilities :-**

1. Doing Sales and Purchase Entries In tally.
2. Preparing Invoices in Tally
3. Generating E-invoices in tally.
4. Generating E-way bills.

### **SOFTWARE**

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

### **PERSONAL INFORMATION**

Name : TRUPTI RAMESH GAWDE  
Date of birth : 29<sup>th</sup> November,1996  
Gender : Female  
Marital Status :Married  
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 :**