

RESUME

Reshma Jalindar Kute

Room No – 605, Suryadarshan Residence

Plot No – 41/42, Sector – 20

Kamothe, Navi Mumbai – 410209

Contact No.- 9136124616

CAREER OBJECTIVE

- To get accustomed to challenging work environment.
- To render my service efficiently
- To be asset to the organization
- To build a good rapport with my colleagues and work as a team and make sure that I utilize all my knowledge, learning and experience which I have gathered so far for the betterment of my organization

Personal:-

- Date of Birth :- 22nd December 1984
- Nationality :- Indian
- Marital Status :- Married
- Gender :- Female
- Religion :- Hindu – Maratha
- Language :- English, Hindi, Marathi
- Hobbies :- Reading
- Education :- Pursuing M. Com 2nd year

Qualifications

- Computer Proficiency :- Operating Systems:- Knowledge in Tally MS – CIT Pass (March 2005 with 1st Class) & Knowledge for Typing of English & Marathi

Work Experience:-

- **Currently working at Laxmi Charitable Trust, Laxmi College of Optometry**
 - Designation :- Executive – Admin
 - Duration :- 23rd February 2017 to Till Date
 - Preparing of Attendance report, Fees report, Faculty report, inspection file, College income and Expense report
 - Coordinating with Universities regarding Admission, Registration, Examination, Certificates and Results.
 - Maintenance of all Students and Faculties registers.
 - Coordination with various NGO's regarding Scholarship for Students.
- **Worked at :- VirbhadranaagriSahkariPathpedhi**
 - Designation :- Computer Operator
 - Duration :- 3 Year
- **Worked at :- AsmitaSahkariPathpedhi**
 - Designation :- Computer Operator
 - Duration :- 2 Year

➤ **Worked at :- Maharashtra Builder Association**

Designation : -Accounts Assistant

Duration : - 2nd March 2013 to 15th Jun 2014

- DRS Abduction
- Mails Reward
- Garnets to Data

➤ **Worked at :- Sword Logistics**

Designation : - Accounts Assistant

Duration : - 2nd March 2013 to 15th Jun 2014

- Working to Tally 7.2, 9.0, Tally ERP 9 Package
- Handling & Maintaining petty cash
- Maintenance of Proper documents & record
- Preparing cheque for suppliers
- Assisting seniors tax audit of the company
- Proper posting of all the transactions in respective account and periodically reviewing it.
- Bills checking and sales & purchase entries.
- Services tax calculation

➤ **Worked in job profile :- M.S. Clearing & Forwarding**

Designation : - Accounts Assistant

Duration : - 1st May 2015 to 30th September 2016

- Working to Tally 7.2, 9.0, Tally ERP 9 Package
- Handling & Maintaining petty cash
- Maintenance of Proper documents & record
- Preparing cheque for suppliers
- Assisting seniors tax audit of the company
- Proper posting of all the transactions in respective account and periodically reviewing it.
- Bills checking and sales & purchase entries.
- Services tax calculation
- Submitting periodical report to the seniors.

I here assure you that the above information is true and correct to the best of my Knowledge.

Date:-

Place: -Navi – Mumbai

(Reshma Jalindar Kute)