

RESUME

Hemlata Dilipkumar Prajapati

Mobile no. : - 9326837634 / po7289105@gmail.com

Address: - Parshiwadi, Ghatkopar (west) Mumbai.



Competency Abilities and Skills:-

- Process Knowledge of Accounting Concept.
- Ability to work in a team and complete the project and work within Deadline.
- Effective Communication Skills, motivated and hardworking.

Education Qualification:-

Examination	Institution name	Year of Passing	Grade / (%)
TYBAF	Ramniranjan Jhunjhunwala college (Mumbai)	Pursuing	-
12th (H.S.C)	K. J. Somaiya College (Mumbai)	2021	88
10th (S.S.C)	Hindi High School (Mumbai)	2019	75

Certification:-

- Tally ERP 9 with GST
- Microsoft Excel Advance
- TNS programme
- Finance lab (pursuing)

Internship:-

- L.I.C. (2 month)
- M.L. Jethva & Co. (5 month)

Work Experience:-

- Fresher

Personal Particulars:-

Date of Birth: - 3rdth march, 2004

Language Known: - Hindi, English, Marathi.

Skills. : - Communication skill, Presentation skill.

Reference:-

Name	Profession	Mobile no.
Rekha Shetty	Teacher	7506098617

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