

# CURRICULUM VITAE

## MEGHANA NAGESH KANUKALE

### **Permanent Address:**

Akanksha Apt Ramnagar Aptewadi  
Shirgaon Badlapur ( E) 421503  
Tal - Ambernath  
Dist – Thane.

**Mobile No:** +9552742757

meghanank87@gmail.com

### **Objective:**

To be a part of organization where the management structure recognizes and rewards loyalty, honesty, hard work & ambition of an employee by providing growth opportunities and necessary infrastructure that could contribute to the success of the company.

### **Academic profile:**

<b>DEGREE</b>	<b>T.Y.Bcom</b>
Percentage	<b>70.51%</b>
Year Of Passing	2008
Institution	Bhaurao Kakatkar College Belgaum
Board	Karnatak

<b>Examination</b>	<b>Higher Secondary School Certificate (HSC)</b>
Percentage	<b>42.50%</b>
Year Of Passing	2005
Institution	Lingaraj College
Board	Karnatak

<b>Examination</b>	<b>Secondary School Certificate (SSC)</b>
Aggregate Percentage	<b>75.52%</b>
Year Of Passing	2002
Institution	Marathi Vidhya Niketan
Board	Karnatak

## **Additional qualification:**

- **Certified Industrial Accountant ( ICA )**

## **Working Experience :**

Company Name: M/s.LKP System Engineers Pvt.Ltd.(Ambernath)

Work experience: From 01-April-2011 to 31-December-2017

Designation: Accountant

## **Working Experience:**

Company Name: AGV Systems Pvt.Ltd.(Ambernath)

Work experience: From 14-Feb-2018 to 06-June-2019

Designation: Account Assistant

## **Current Working:**

Company Name: SASAM Industries Pvt Ltd.(Ambernath)

Work experience: From 15-July-2019 to Present

Designation: Account Officer

## **Job Description**

- Recording transactions in daily basis in Tally, maintaining books of accounts.
- Monthly Petty cash expenditure
- Bank Reconciliation Statement, Debtor, Creditor Reconciliation statement.  
Tds deduction, deposit and preparation return.
- Prepare Sales, Purchase Register.
- Preparation of staff attendance, maintaining leave records for the employees.& calculation staff salary.
- Preparation and Maintenance of various registers like Purchase Register, Sales Register, Journal - Register, Debit Note Register, Credit Note Register.
- Prepare GST Related Work.
- Handling ledger accounts and keeping the check for any invoices or payments
- Handled work related to monthly billing and sales reports .

## **TECHNICAL SKILLS**

- MS-Office (Word, Excel).
- Operating System: Tally ERP9.0
- Internet

## **Extra Curricular Activities:**

- 1) Participated in Dance Comp in Spring Fiesta
- 2) Bharatkam

## **Personal Details:**

- Name : Kanukale Meghana Nagesh
- Husband's Name : Kanukale Nagesh Gopichand
- Date of Birth : 4th September, 1987.
- Marital Status : Married.
- Nationality : Indian.
- Gender : Female.
- Languages Known : Marathi, Hindi ,Kannad and English.
- Strength : Hardworking, Fast learning, Ambitious, Optimistic nature
- Interests : Watching TV. News, Drawing, Listening Music,

## **Declaration:**

I hereby declare that the above-mentioned information is correct to the best of my knowledge

Date:

Place:

**(Kanukale Meghana Nagesh)**