

CURRICULUM VITAE

PERSONAL INFORMATION

NAME :	Mrs KIRTI R. Narsale
DATE OF BIRTH :	22ND NOV, 1975
NATIONALITY :	Hindu
MARITAL STATUS :	Married
ADDRESS :	C-301, GayatriSankul Co-op Hsg, Socy, Sanewadi, Opp, SaibabaMandir, Badlapur (W), - 421 503
CONTACT NO :	8097588436 / 7779804216

WORK EXPERIENCE

1. 3 YRS TYPING INSTRUCTOR IN VIYAYA TYPEWRITING INSTITUTE
2. 5 YRS IN GURUKRIPA TRADERS AS ADMINISTRATION IN KALYAN
3. 6 YRS IN HANAKA ORGANICS PVT. LTD. IN AMBARNATH AS
ADMIN CUM ACCOUNTS
4. 5YRS IN PAI VETERINARY PRODUCTS PVT.LTD. IN AMBARNATH AS
ADMIN CUM ACCOUNTS & DISPATCH ASSISTANT.

NATURE OF OBJECTIVE

HANDLING ALL OFFICE WORK, PAPER FILING WORK, ATTENDING PARTIES PHONE CALLS, MAKING COURIER, MAKING DELIVERY CHALLANS, INVOICES, DRAFTING LETTER, MAINTAINING ALL ACCOUNTS FILES, EXCISE WORK, ESIC WORK, P.F. WORK, MAINTAIN BANK ACCOUNTS, RECONCILIATION, MAKING SALARIES & WAGES, HANDLING PETTY CASH ETC.

HANDLING TALLY ERP.9 ENTRIES & M.S. OFFICE WITH EXCISE RETURNS & VAT RETURNS & E-PAYMENTS

WORK OF INTERNET : SENDING MAIL TO PARTY, HANDLING PURCHASE & QUOTATIONS.

NATURE OF WORK: PREPARING DELIVERY CHALLAN, CASH VOUCHERS, ATTENDANCE REGISTER, SALES INVOICE CHECKING, PURCHASE REGISTER, SALES REGISTER, SUMMARY OF SALES & PURCHASE, FILING PAPERS, MAINTAINING ALL OFFICE WORKS.

EDUCATIONAL QUALIFICATION : B.COM

TECHNICAL QUALIFICATION

WORKING KNOWLEDGE OF BASIC COMPUTER.

TALLYERP.9 & TALLY PRIME

TYPING SPEED 60 W.P.M.

OTHER DETAILS LANGUAGES KNOWN : ENGLISH, MARATHI, HINDI

HOBBIES : MUSIC, READING WRITING

SKILLS : CONFIDENT ABOUT ANY ACCEPTED RESPONSIBILITIES

DECLARATION : I HEREBY DECLARE THE ABOVE MENTIONED INFORMATION IS TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE & BELIEF.

THANKING YOU,

YOURS FAITHFULLY,

PLACE :

DATE :

(KIRTI R. NARSALE)