

NAME : CHAVAN PRITI RAJENDRA

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CONTACT NO. 7741881460 | 9209470560

CAREER OBJECTIVE :

Seeking an Opportunity for professional growth in an Organization where team spirit and personal skill is recognized and rewarded. To pursue a challenging career in this field.

EDUCATIONAL QUALIFICATION :

B.COM (2020 passing year) C.D.Jain College of commerce, Shrirampur

MBA (first year-perusing) MIT DISTANCE LEARNING, PUNE

Experience of Job's :

Fleetguard filters Pvt.Ltd, loni kalbhor, pune (2 Years)

Keyskills: Use to oracle Software. Other Parties Invoices GRR,
Received Material Transfer in System, Damage Material Return to supplier,
Generate E way Bills & Delivery Challan, Check out Delivered Materials.

Asian Paint Pvt.Ltd, (Shivshankar Paints), Uruli kanchan, pune

Key skills: Use to Tally Prime & Excel. Day to day stock Maintain,
Monthly Excel Data Maintain, General Purchase & sales Invoice Entries,
Bill Wise Details, Inventory Management, Simple Accounting

SOFTWARE SKILLS:

Microsoft Office 2013

Oracle

Tally ERP.9

Tally Prime

PERSONAL DETAILS:

Date of Birth : 19 July 2000

Address : Uruli kanchan,Pune-412202

Gender : Female

Nationality : Indian

Languages Known : Marathi, Hindi, English

Marital status : Unmarried

Hobbies : Travelling

DECLARATION:

I hereby declare that all the information provided above is true to the best of my knowledge and understanding.

Place : Pune

Date : 25/02/2022

Chavan Priti Rajendra
(signature)