**CURRICULUM VITAE**

**MRS. RUPALI SUBHASH NAIK**

GURUSANKALP HOUSING SOCIETY ,F – 405,

SECTOR 1E, NEAR TIRUPATI TOWER

KALAMBOLI. Mob: 9594786481

NAVI MUMBAI 410218. Email ID: [rupal2285@gmail.com](mailto:rupa22_85@rediffmail.com)

**CAREER OBJECTIVES:**

To work in challenging and dynamic environment, which gives me an opportunity to add value to the company and enhance my knowledge and continuous development of upgrading knowledge by executions and vested responsibilities by the organization with loyalty and integrity

**KEY SKILLS:**

Highly motivated, strong and ethics, effective leader, strong analytic & communication skills with positive approach & innovate ideas & have an invaluable strength essential to quality performance on job.

**EDU. QUALIFICATION**. :

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| **EXAM** | **BOARD / UNIVERSITY** | **YEAR OF PASSING** |
| **S.S.C** | S. E. S High School, Kalamboli | MAR – 2000 |
| **H.S.C** | S. E. S High School, Kalamboli | MAR – 2002 |
| **B. COM** | C. K. T Art Com & Sci College, Khanda Colony, New Panvel | APR – 2005 |
| **M. COM** | Kalina University, Mumbai | MAY – 2010 |

**COMPUTER SKILLS** :

* MS- OFFICE
* MS – CIT
* DOAG (DIPLOMA OF AUTOMATION & GRAPHICS)
* ACCOUNTING KNOWLEDGE IN TALLY 9.0

**OTHER SKILLS** :

* TYPING KNOWLEDGE IN MARATHI SPEED 30 W.P.M
* TYPING KNOWLEDGE IN ENGLISH SPEED 30 & 40 W.P.M

**PREVIOUS EXPERIENCE** :1. WORKED WITH SWASTIK DECOILING & FABRICATION PVT LTD. FOR

1 YEAR AS AN OFFICE ASSISTANT IN TALOJA.

2. WORKED WITH TIEN YUAN INDIA PVT LTD. FOR 1 YEAR IN TALOJA

AS A COMPUTER OPERATOR.

3. WORKED WITH SUHAS ENTERPRISES AS A ACCOUNT ASSISTANT FOR

3 YEAR IN FORT

**CURRENT EXPERIENCE :** 1. CURRENTLY WORKING WITH MEMBA CHEM INDUSTRIES PVT LTD AS

An EXCISE BILLING EXECUTIVE IN TALOJA SINCE FIVE YEARS.

**JOB PROFILE** :

* CURRENTLY WORKING IN SPECTRUM SOFTWARE.
* PREPARED EXCISE SALES INVOICE AND CHALLAN.
* ALSO KNOWLEDGE OF ONLINE FORM 403
* HANDLING PURCHASE AND SALES DEPT.
* KNOWLEDGE OF RG 23 APART I & II ,CAPITAL RG 23C
* MAINTAINING STOCK REGISTER INCOMING & OUTGOING.
* RAW MATERIAL & PACKING MATERIAL KNOWLEDGE
* PREPARED MONTHLY SALARY& WAGES.
* MAIL TO ALL PARTIES FOR DISPATCH
* ALL DATA WORK IN COMPUTER.
* HANDLING MONEY WARE 2000 SOFTWARE.
* HANDLING UDYOG SOFTWARE.
* ACCOUNTING WORKING KNOWLEDGE IN TALLY 7 9.0.
* FOLLOW UP TO ALL PARTIES FOR COLLECTION.
* DAILY REPORTING TO HEAD OFFICE FOR DAILY WORK
* CASH HANDLING

**STRENGTHS** :

* Dedication towards work
* Work effectively in a team or individually.
* Able to handle multiple tasks simultaneously
* Punctuality and time management

**PERSONAL DETAILS :**

**FATHER NAME :** VIJAY ARJUN MADANE

**HUSBAND NAME :** SUBHASH TUKARAM NAIK

**DATE OF BIRTH** **:** 22ND September 1985

**GENDER** **:** FEMALE

**MARITAL STATUS** **:** MARRIED

**RELIGION** **:** HINDU

**NATIONALITY**  **:** INDIAN

**LANGUAGE KNOWN :**MARATHI, HINDI & ENGLISH

**(RUPALI S. NAIK)**