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**MRS. VASUDHA**  
**OMKARJAGE**

**Birth Date:-15/11/1989**

**Permanent Address:-**  
Room No.302 4<sup>th</sup> Floor B wing  
Zhulelal Residency Uran  
Naka Near Panvel Nagar  
Palika Hospital old Panvel  
410 206

**Contact Number:-**  
Mobile : 7506063156

**Email\_id :-**  
Vasudha.jage1989@gmail.c  
om

**Personal Details:-**  
Date of Birth : 15/11/1989  
Nationality : Indian  
Marital Status : Married  
Languages : English,  
Marathi,  
Hindi,  
Hobbies : Net Surfing,  
Listening Music,Travaling,Dancing

**Educational Qualifications**

Qualification	Name of School / College	Board / University	Year Of Passing	Remark
S.S.C	D.N.C High School	Mumbai	2005	IInd class
H.S.C	E.B.Madhavi College	Mumbai	2007	IInd class
B.com	Manjunatha College	Mumbai	2010	IInd class

**Computer Skills**

Operating System : Windows XP

Word Processing : MS-Word,MS Excel, MS-Outlook

Accounting : Tally 9.0, MS-Excel

Presentation : MS-PowerPoint

**EXPERIENCE**

**Working for Reliable Fabricating & Engineering Industries from May. 2010 to March. 2014**

Designation: - Account Assistant

**JOB PROFILE:**

- Operating Tally 9.0, Accounting Entries like Receipt, Payment, Contra, J.V Etc
- Preparing Bank Reconciliation.
- TDS Returns, Calculation of TDS & Payment.
- Maintaining Petty Cash Book, Salary to Staff & Day to Day allied office works i.e. Banking Jobs, Maintaining Day to Day Bank Balance Status, and Deposit & Withdrawal of Cash /Cheque.

## **OTHER KNOWLDGE**

- Uploading Tender
- Calculation Quotation

➤ **Working for ANIL AGENCIES PVT LTD from April. 2014 to May. 2015.**

Designation: - Senior Account Assistant

### **JOB PROFILE:**

- Operating Busy 14,Rel 4.3 Accounting Entries like Receipt, Payment, Contra, J.V Etc.
- Maintaining Payables and Receivables.
- Preparing Bank Reconciliation.
- Maintaining Petty Cash Book, Salary to Staff & Day to Day allied office work i.e. Banking Jobs,
- Maintaining Day to Day Bank Balance Status, Deposit of Cash/ Cheque
- Maintaining Stock Status
- Monthly & Daily Report i.e. Daily Cash Expenses,Stock Status, Daily Sales Report, Collection Report
- Outstanding Report & Monthly Sales Report, Consolidated Expenses Report.

➤ **Working For M/s.Translloy India Private Ltd as A Sales Assistant from June. 2015 to January 2018**

### **JOB PROFILE:**

- Sending offer through mail.
- Co-ordinate with customer regarding dispatches.
- Follow-up with customer regarding Payment.
- Follow-up with customer regarding Form 'H' 'F' & 'C.'
- Preparing the LC Documents.

➤ **Working For Magna Colours India Pvt Ltd as A Account Assistant from January 2018 to July 2018**

- Operating Tally 9.0 Accounting Entries like Receipt, Payment, Contra, J.V Etc.
- Maintaining Payables and Receivables.
- Preparing Bank Reconciliation.
- Follow-up with customer regarding Form 'C'.
- Preparing Export Documents.
- TDS Returns, Calculation of TDS & Payment.

## **Declaration**

I hereby declare that the above-furnished information's are true to the best of my knowledge and belief.

**Yours sincerely,**

**Date:**  
**Place :Panvel**

**Mrs.Vasudha Omkar Jage**