

## RESUME

NAME: -AMITA M.PAI

Mobile No.07045286217

Address: Room No.B-706,Jindal Residency,Sai  
Nagar, Thana Naka Panvel

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### OBJECTIVE:

A Career, which is performance based, thereby providing an opportunity to play a meaning role in shaping future of the organization

### EDUCATIONAL QUALIFICATION :

- SSC from Mumbai Board
- HSC from Mumbai Board

### ADDITIONAL QUALIFICATION:

- Tally v 9.0 Package Training Course in Vikhroli
- Typing Speed (50 w.p.m)
- Computer Application Course in ICA Computer Institute in New Panvel  
(Windows,MS Excel,Word etc)

### WORK EXPERIENCE

Two months working in Saatveeka Steels And Alloys in Thane as Account Asst. (Feb 2021 to April 2021)

- 1) Account Updating in Tally
- 2) GST updating
- 3) E-way preparing

Ten years working in Federation of Industries of India – TMA (Thane Manufacturer's **Association**), in Thane as Office Asst. (June 2010 up to September 2020 )

- 1) Petty Cash Handling
- 2) Account Updating in Tally
- 3) Outstanding Payment follow up.
- 4) Sales and Purchase preparing Invoice
- 5) Typing job for several factory matters jobs

One Year working with M/S.VHB Life Science Ltd (Pharmaceuticals). As Purchase Assistant (Jan.2008 to Mar.2009)

- My Job Profile Cover responsibilities like:
  - 1) Preparing Purchase Order for Primary & Secondary Packing Material
  - 2) Preparing Enquiries and arranging Quotations form Vendors
  - 3) Preparing & Checking GRN's, Vendors Invoice with PO and forward to Accounts Department for Payment.
  - 4) Co-ordination with Account Department regarding Vendors payment.

- 5) Follow up with vendors for Prompt delivery of packing material
- 6) Arranging Samples for Secondary packing Materials

**Six Months Experience in Taloja Manufactur's** Association as a Computer Operator from July-2007 to Dec.2007

- My job profile cover responsibilities like:
  - 6) Petty Cash Handling
  - 7) Manually Account Updating
  - 8) Outstanding Payment follow up.
  - 9) Typing job for several factory matters jobs

Two Years Experience in Ratan Motors (Eicher Division) as a Computer Operator in Dealer Management Systems Package from June 2005-June-2007

- My job profile cover responsibilities like:
  1. Preparation of Job Card
  2. Preparation of Daily Stock Report
  3. Outstanding Payment follow up.
  4. Updating Sales Bills in DMS Programs

Personal Details

Date Of Birth : 7<sup>th</sup> November 1975  
Marital Status : Married  
Nationality : Indian  
Language : English, Hindi, Marathi  
Read & Write