

VIBHA PRAKASH KOMETKAR

Kl - 4, Bulding No:4 , Room No:1 , Sec : 6 E , Kalamboli, Navi Mumbai .

Objective:

To Work With Leading Company and to Use My Analytical Thinking to the Best of my Ability Combine With Perseverance , So to Contributed to Organization's Growth and Goal , as Well as to attain My Profession goal .

Education:

Master of Commerce Part – I (Mumbai University)

Mumbai University
(IDOL) March 2019
Percentage :41%

Master of Commerce Part - II (Mumbai University)

Mumbai University
(IDOL) December 2020
Percentage :47%

Bachelor Of Commerce (Mumbai University)

Shikshan Maharshi Dadasaheb Limaye collage, Kalamboli.
March 2016
Percentage :47%

Higher Secondary School Certificate Examination

D.G. Tatkare Collage, Kalamboli
Februray 2013.
Percentage :54.00 %

Secondary School Certificate Exmaniation

New English School , Kalmaboli. March
2011.
Percentage :64.00 %

Skills & Abilities

COMPUTER PROFICIENCY

- Pass Tally Exam In April 2017 With A Grade.
- Pass CCC Exam In September 2016 With D Grade.
- Working knowledge of Windows and Internet. And familiar with MS-Word/MS-Excel.
- TallyERP9 (Don't Have Hands On Exp. Only Invoice Entry, Payment Entry & Expenses Entry), MS-CIT, Excel, Power Points, Gmail, Outlook Etc.
- Command on all kinds of basic computer operations.
- Command on Email (Gmail) operations and co-ordination.
- Hands on making ledgers in Excel, Invoices, Purchase Orders and its procedures.

COMMUNICATION

- Good communication in Marathi, Hindi and English.
- Have convincing power.
- Have quality of negotiation.

LEADERSHIP

- I am a good listener and grasper which help me to understand the situation and find solutions or to take right decision according to present situation.
- I can explain the knowledge I have to others in better way so that they can easily grasp my techniques or work methods.
- I have a control on anger and lots of patients.
- Have high level of persuasiveness
- Can work effectively in team, as well as individually.
- Have good interpersonal skills.

Work Experience :

Exide Employees Co. Op. Credit Society Ltd .

Position Held : AsAccountant

Date : 07/01/2017 To 20 November 2021.

PROFILE :

- Working with Ms - Word and Excel .
- Bank Statement (Loan, Payment,Receipt)
- Making Receipt, Voucher Entries Excel.
- Bank Reconciliation.
- LoanDisburment (LoanForm ,Bank Account)
- Maintain Cash Book
- Record Monthly Minutes. (I Form, J Form, Allotment ,NominationBook)
- Maintaingeneral ledger ,voucherentries ,purchase ,sale ,payment ,receiptentriesin Tally.
- Prepaid MIS Report .

EXZONE LOGISTICS –

PositionHeld: CreditController Executive

Date : 03/12/2021 To till Date .

PROFILE :

- Working in credit control departments For collecting clients payments and keeping records of payments in Excel sheet & Updating in Tally as Well.
- Working in Outlook.

- **Personal details**
- **Father's Name** Mr. Prakash Umaji Kometkar
- **Mother's Name** Mrs. Veena Prakash Kometkar
- **Marital Status** married
- **Gender** Female
- **Date of Birth** 19 February 1996
- **Mother Tongue** Marathi
- **Nationality** Indian
- **Strength** Confident, Positive attitude, Hardworking, Punctuality, Good listener, Quick learner / grasper and Enthusiastic. Helpful Without Being Asked .

- **EXTRA CURRICULAR ACTIVITIES :**

- Cooking.
- Photography .

Place:

Date:

Vibha Prakash Kometkar

