

**Personal Information :****VIDYA KALURAM KOLEKAR**

**Address** : Room No:-2, 21<sup>st</sup> Road, Dandpada,  
Khar (W), Mumbai: 400052.

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**Career Objective:**

I have strong desire to become a good accountant in an firm which will give a chance to utilize my skills and knowledge towards the growth of an firm as well to enhance my practical knowledge.

**Academic Profile:**

Year Of Passing	School/College Name	University/Board	Qualification	Percentage/ GP
2019-2021	Mumbai university	Mumbai	M.com	A
2016-2019	R.D. National College	Mumbai	B. Com	6.5
2014-2016	R.D. National College	Mumbai	HSC	64.31
2013-2014	B.P.M. High School	Mumbai	SSC	69.40

**Work Experience:**

Accounts Executive at Dynamic fans marketing Pvt Ltd. From Aug 2019 to March 2020

- Key Responsibility:** - 1. Billing Entries (Purchase, Sales, Cash , Bank, Stock Entries)  
2. Maintaining Stock and updating  
3. Courier Entries (Preparing, Tracking and maintaining record in Excel.)  
4. E-way Bill  
5.Updating Clients through E-Mails.

**Technical Qualification:**

- Advance Excel
- Tally ERP 9
- GST
- MS office(Word ,Excel, PowerPoint)
- Accounts
- Internet

**Practical And Theoretical Knowledge From Institute Of Computer Accountant.**

Year	Course	Marks	Place
2019	CIA+	"A"	Mumbai
2016	MS-CIT	88	Mumbai

**Date & Place:**

**Signature:**

**(Vidya Kaluram Kolekar)**