

NITA SAGAR KADAM

Batchelor of Commerce (B.com)

**Current Address: Flat No.301, Krishna Dham CHS Ltd., Village - Usatane, Near Palava City,
Taluka - Ambarnath, District - Thane 421501**

Mobile No: +917387583855/7045002965 Email: nskadam10@gmail.com

Career Objective: -

To work in challenging growth-oriented company, a highly motivated environment involving job challenges, good career growth and opportunity to learn new technologies. Where acquired, experience and Skills will be utilized towards continues growth & advancements

Academic Credential: -

Qualification	Year	University	Collage/Institute	Percentage
B.com	March-2023	Shivaji University Kolhapur	Shreemant Babasaheb Deshmukh Mahavidyalaya Atpadi.	75.95%
H.S.C	March-2020	Maharashtra State Board	Shreemant Babasaheb Deshmukh Mahavidyalaya Atpadi.	82.77%
S.S.C	March-2018	Maharashtra State Board	Shree. Gajanan Highschool	77.60%

Work Experience: -

Skechers Warehouse. (December 2023 to till date)

As a **Data Entry Operator** (Pay roll Sai Enterprises) Its Manpower proving company located at Amarnath Maharashtra. I am taking care of return department of Data entry operator.

Job Responsibility: -

- Prepare the Daily activity schedule.
- Maintain the daily working report.
- Maintain the Accounts file and update it daily.
- Provide material and documents to GRN.
- Conduct the daily tool box talk meeting.
- Conduct training regarding to UPC, MRP & GRN.
- Daily Handover material to inventory Department.

- Maintain the Daily GRN & finding RMA.

Naman Auto Sales. (Jan 2023 to November 2023)

Working **As an Accountants** Naman auto sales are Yamha & jawa big showroom located at new panvel Maharashtra.

Job responsibility: -

- Maintain the schedule of servicing of vehicle.
- Calling to customer and take the appointment of servicing in vehicle.
- Maintain the daily billing account.
- Proving then RSA & AMC Service.

Personal Profile:

Name: Nita Sagar kadam

Date of Birth: 10 December 2002

Current CTC: 2.64 Lakh

Expected CTC: Min 30% hike

Notice Period: 1 Month

Nationality: Indian

Height: 155cm, **Weight:** 45kg

Languages Known: Hindi, Marathi, and English.

Permanent Address: At. Post Kauthuli, Taluka -Atpadi, District - Sangli-415301

Declaration: I hereby declared that above information is correct to my best Knowledge.

Place:

Date:

NITA SAGAR KADAM

