***Komal Vivek Jambavalikar***

Borivli (West).

***ACADEMIC CREDENTIALS***

* *Diploma in Tax Management (DTM)*
* *Tally 7.2*

***ACADEMIC QUALIFICATION***

* *10th Passed from Maharashtra State Board in Year 2003.*
* *12th Passed from Maharashtra State Board in Year 2005.*
* *TYBCOM Passed from Mumbai University in Year 2008.*

***CERTIFICATIONS***

* *Certification in Taxation and Tally.*

***WORK EXPERIENCE***

orders

*Organization : “****Coloreyes Pvt Limited Company****”*

Duration : 13th August 2008 to 20th October 2012 (4 Years 2 Months)

Designation : Accountant.

Job Profile Description : Co-ordinate with customers taking

Purchase – Sales, Receipt, Payment entry, Credit note, Debit note, Journal Voucher.

*Organization : ‘****’Roopchand Sampatraj & Sons****”*

Duration : 02nd November 2012 to 13th February 2015 (2 Years 3 Months)

Designation : Accountant

Job Profile Description : Sale entry, Purchase entry, Payment &

Receipt entry, Co- ordinate with client Group Reconciliation.

*Organization : “****Harsh Marketing****”*

Duration : 02nd March 2015 – 17th February 2016 (12 Months)

Designation : Accountant

Job Profile Description : Billing, Petty Cash, Handling Customers,

Purchase & Sales, Sales Entry, Bank

Reconciliation.

*COMPUTER PROFICIENCY*

* *Working with MS-Word*
* *Working with MS-Excel*
* *Working with MS-PowerPoint*

*INTERESTS*

* *Listening Music, Readings Books.*

*PERSONAL INFORMATION*

Date of Birth : 13th May 1986.

Gender : Female. Marital Status : Married

I am aware that the information provided above is for the records of the Company & I declare same to be true.

Date: -

Place: Mumbai (Komal Jambavalikar)