

CURRICULUM VITAE

REKHA VINOD TAMBE

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Valmiki Nagar CHS,
Tagore Nagar group no. 5,
Vikhroli East
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CAREER OBJECTIVE

To obtain a suitable career position with a growth oriented and progressive company, whereby I can utilize my skills and knowledge in a much better way.

Educational Qualifications

1. Bachelor of commerce from Mumbai University
2. H.S.C. From Mumbai University
3. S.S.C. From Mumbai University

COMPUTER PROFICIENCY

Tally 9.1, Tally 7.2 Basic Computer Programme, Internet
Typing speed 40 wpm.

WORK EXPERIENCE SUMMERY

- 1 Year Experience in Reliance Company as Office Assistant (apprenticeship)
- 1.5 Years Experience in ICICI BANK Back Office as Computer Operator.
- 3 Year Experience in N.S.S. College of Pharmacy as Office Assistant Cum Exam Supervisor.
- 1 Year Experience in Haren Bhatt & Co. As Account Assistant
- 2 Years Experience in Malik Sales Corporation as Senior Account Assistant

- 1 Years Experience Upasana Enterprises Working as Senior Account Assistant
- 3 Years Experience Yash Enterprises Working as Billing Manager

CURRENT JOB RESPONSIBILITIES:

- 1) Regular Account & Admin Work
- 2) Bank Reconciliation
- 3) Daily Bank Updates
- 4) Receiving and Sending mails
- 5) Keeping Sales and Purchases Record
- 6) Handling Petty Cash
- 7) Parties Payment follow-ups
- 8) Import Documentation
- 9) RTGS, NEFT Transactions through Net Banking
- 10) Handling Director's Personal Account.
- 11) Making and Issuing Staff's Monthly Salary
- 12) E – Way billing, Inventory Management, Dispatch operations

QUALITIES/SKILLS:

Honest, Loyal, Hard Working. Good Communication Skills. Like To Learn New Thing in Life

PERSONAL DETAILS

Date Of	:- 28th Oct 1985
Gender	:- Female
Marital Status	:- Married
Languages Known	:- Marathi, English & Hindi.
Nationality	:- Indian

Date:
Place: Mumbai.

(Rekha V. Tambe)