

Sneha Omkar Godambe

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Phone No.:9765346056

Address: Flat No 1 sushil-salil soc

lokmanya col, parmahans

nagar ,Kothrud, Pune- 38.

Objective

Position requiring innovative, challenging employment that will utilize my educational skills and offer advancement in opportunity.

Synopsis of Experience

Total Experience in Bank as Clark is 2 Years.

Lokseva Sahakari Bank:

Job profile: Working as Clark from sep 2012 to 2014 & the Job responsibilities are...

- Prepare monthly account reconciliations
- Prepare the salary for staff.
- Makes payments & receipts.
- Makes loans & loans files.
- Open all types of accounts.
- Clearing

Sales Tax office:

Job profile: Working as Clark from August 2015 to April 2016.

Total Experience in Sales Tax Office is 8 months.

Angel Enterprises

Job profile : Working as Clark from February 2017 to October 2017.

Total Experience in Angel Enterprises is 9 months.

Leelawati college

Job profile: working as a lecturer for BBA, BCA, BCS students.

Total experience for 6 months.

Professional Skills

- Proficient in Computer.
- Government Diploma In Corporate Accounting.
- Tally Erp 9
- Proficient in MS Office 2007, 2010, 2011.
- Knowledge of Computer.
- Have strong willingness & eagerness to learn new things.

Academic Record

Educational Qualification:

- Tally Erp 9.
- English typing 30 in 2016.
- Government Diploma in corporate accounting,Pune University 2013.
- M.C.M (Master in computer Management) Pune University in 2011.
- B.C.S (Bachelor of Computer) from Pune University in 2009.

Personal Details

Name: Sneha Omkar Godambe

DOB : 15 th March 1988.

Language Known : English, Hindi & Marathi

Permanent Address : Flat No 1 sushil-salil soc, lokmanya col, parmahans, nagar ,
Kothrud, Pune, 38

Phone : 9765346056

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Sneha Omkar Godambe