**APURVA TAMGADE**  
[apurva.tamgade@gmail.com](mailto:apurva.tamgade@gmail.com)  
+971 52-4470321

National Paints Sharjah, UAE.

**Objective**

Seeking an opportunity in a leading organization where I can exercise the best of my knowledge and abilities and stand out by way of work and dedication.

**Technical Skills**

* Application Windows - 98, XP & Windows 7.
* Outlook
* Word
* Excel
* PowerPoint

**Tally Skills Sets**

* Basic, traders & advanced financial accounts
* Basic & advanced inventory
* Tally features & configuration
* Data migration & cheque printing

**Certificates**

* Certificate Course in Computer Technology (CCCT) April 2008

**EDUCATION**

* R.T.M. Nagpur University  
  B.COM - II Class - Passing Year 2012
* Maharashtra State Board   
  HSC- II Class - Passing Year 2006
* Maharashtra State Board  
  SSC- II Class - Passing Year 2004

**EMPLOYMENT**

**FinancialAccountant**

Synergex International Pvt. Ltd.

Date of Joining June 25th 2012 to 25th March 2015

Achievements

* Handling Petty Cash.
* Purchase & Sale entry.
* Payable&Receivable Payment.
* Excel MIS Reporting
* Payment, Receipt & BRS.
* Weekly Base Cr. & Dr. List preparing in Excel Format.
* Monthly Transportation List Preparing for Service Tax.
* C Form Issue & Received.

**PERSONAL DETAILS**

* Date of Birth : 08th December 1988.
* Marital Status : Married
* Nationality : Indian
* Sex : Female

**LANGUAGES KNOWN**

* English, Hindi, Marathi.

**PASSPORT DETAILS**

* Passport Number : M2667970
* Visa status : Husband Visa
* Visa Expiry Date: 15-Nov-2021

I declare that all the information furnished above is true to the Best of my knowledge.

**Place: Dubai**

**Date: Apurva K. Tamgade**