

RESUME

Work Experience:

Name of Firm / Company	Working Post	Period of Work
Maurya Group (Foundry Unit & Process Unit)	Sr. Executive - Accounts & Finance	Since 4 Years
Varadlaxmi Constructions Pvt. Ltd	Accountant	6 years
CSIBER INSTITUTE	Accountant	1 Year
Sanjay B. Patil Construction	A/c Assistant	4 Years

Working Profile:

1. Office Administration.
2. Daily Bills Passing.
3. Monthly GST Returns.
4. Quarterly TDS returns.
5. Yearly finalization.
6. Cash flow management.
7. Correspondence.
8. Banking.
9. Liasoning Work.

Educational Qualification:

Sr. No.	Name of Exam	Passing Year	Percentage	Board / University
1	S.S.C.	2005	62.76%	Pune, Maharashtra
2	H.S.C.	2007	68.97%	Pune, Maharashtra
3	B.Com	2011	50.00%	Shivaji University

Computer Skills:

Sr. No.	Name of Exam	Passing Year	Percentage	INSTITUTION
1	MS-CIT	2007	68/100	MKCL
2	Tally	2010	A - Grade	Shri Sai Institute
English, Hindi, Marathi Typing, Data Entry in A/c and Billing Software's like Tally, ERP, SAP etc. Sound knowledge of Ms-Word, Ms-Excel, (Windows XP, Windows 7, Windows 8) Skillfully Handling E-mails, Internet Browsing .				

Personal Information:

Name :- **Asif G. Inamdar**
Date of Birth :- 25/10/1989
Permanent Address :- A/p Shinganapur Tal. Karvir, Dist. Kolhapur.
Contact No. :- 9657848798
E-mail :- asifinamdar494@gmail.com
Marital Status :- Married

A highly competent, motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems. Currently looking for a suitable position with a reputable and ambitious company.

(Asif G. Inamdar)