

NIKHIL RAMESH GIRAME

QUALITY TOTAL - M.COM
EXPERIENCE – 4 YEARS

CONTACT

Address:

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EDUCATION

✓ **M.COM [2022]**

Baramati, Pune

Percentage – 58.88 %.

✓ **B.COM [2020]**

Baramati, Pune

Percentage – 62.25 %.

✓ **HSC [2017]**

Baramati, Pune

Percentage – 58.31 %.

✓ **SSC [2015]**

Baramati, Pune

Percentage – 61.20 %

SKILL HIGHLIGHTS

- ✓ MS-CIT
- ✓ Tally ERP 9
- ✓ GST

● PROFESSIONAL SUMMARY

- Bank Statement Entry in Tally.
- Making Payment by Net Banking.
- Daily Sale & Purchase Entry in Tally.
- Creditors Bill Entry Excel & Tally.
- Worker Daily Shorting Entry in Tally.
- Daily Sheet Entry in Excel & Tally.
- Opening & Closing DSR Match in Tally.
- Salary Sheet Report in Excel.
- Monthly Creditors Billing Entry in Excel & Tally.
- Monthly Sale & Purchase Entry in Excel & Tally.
- All Expenses Entry in Excel & Tally.
- Tax Register Maintain in Excel.
- Making Training PPT.
- Pre Examination Training for LDA&A Examination as Programmed Coordinator
- Efficient Administrative and Financial Management as Programmed Coordinator

● WORK EXPERIENCE (4 Year)

1. Namjoshi Petroleum Corporation Phaltan Satara

Date of Joining- 01/07/2021, Date of Exit.- 15/07/2022

Total Exposure- 1 year, Salary- 12,000/-

2. ICAR-National Institute of Abiotic Stress Management

Baramati

Date of Joining- 01/11/2022, Date of Exit. - Currently Working

Total Exposure -3 year, Salary- 16,000/-

● HOBBIES

- Computer Operating.
- Driving.

Yours faithfully

Nikhil Ramesh Girame