

## CURRICULUM VITAE

### NIDHI RAMESH PATHAK

A-2, Swatantra Vikas, Gokul Nagar, Lokhandwala Township, Kandivali (E), Mumbai-400101

**E-mail Id:** [pathaknidhi582@gmail.com](mailto:pathaknidhi582@gmail.com)

**Mobile No:** +919004334668

## SUMMARY

- Hard worker, good team player, Disciplined and positive thinker.
- Confident and ready to take initiatives, Quick learner and self motivated.
- Effective Communication & Co-ordination skills.

## WORK EXPERIENCE

**DESIGNATION:** Jr. Accounts Executive

**Summit Care Financial Services, Mumbai (Jan. 2021 to till date).**

- Day to day Accounts (Coding).
- Accounts Payable.
- Billing / AR.
- Payroll working.
- Insurance calculation reconciliation.
- CC Statement (Credit card charges working).
- Monthly Facility review.
- All work posting Bearworks Ap and Intacct software.

**DESIGNATION:** Back-office Executive

**Intellectuals, Mumbai (Jan.2020 to Dec.2020 date).**

- Operating Tally ERP9.
- Maintain accounts & financial records.
- Maintain Data & also handle stock in-out.
- Provide support to client.
- Assist and responsible for scheduling appointment.
- Maintain records in the addition, also handle pay-roll & maintain attendance, organize and have a good communication skill.
- Maintain Journal entries, Tax Invoice, Bank Reconciliations.

**Tata Sky, Mumbai (May 2019 to December 2019).**

- Provide support to client.
- Assist and responsible for scheduling appointment.
- Maintain records in the addition, also handle pay-roll & maintain attendance, organize and have a good communication skill.

**EDUCATION**

<b>COURSE OF STUDY</b>	<b>YEAR OF PASSING &amp; Percentage</b>	<b>NAME OF BOARD/UNIVERSITY</b>
B.Com	2019-52.00%	Prahladrai Dalmia Lions College (Mumbai)
HSC	2016-62.94%	D.T.S.S College (Mumbai)
SSC	2014-55.65%	Anudatt Vidyalaya School and Jr. College (Mumbai)

**CERTIFICATION**

Advance Certification in Professional Makeup From VLCC

**SOFTWARE SKILLS**

Tally 7.2, 9.0, MS Office

**PERSONAL DETAILS**

**Name** : Nidhi Pathak  
**DOB** : 07<sup>th</sup> June 1999  
**Gender** : Female  
**Marital** : Unmarried  
**Nationality** : Indian  
**Language know** : English, Hindi, Marathi