**RESUME**

**Name:** Kulkarni Mrs. Manisha Vikas

**Address:** 205, Ganadhish Tower,

 Near Siddhanath Talav,

 B/h Khanderao Market,

 Vadodara – 390 001

(M) 91- 9638144504, E-mail –manishakulkarni19@yahoo.co.in

**>** **DOB :** 19th May 1971

> Professional Summary**: Total field exposure of 19 years in the field of Accounts and Administration .Broad areas managed as follows:**

**♦** I was working in Chartered Accountants’ s firm as “ Account Assistant”

 from 1991 to 1996.

 Name of Firm: P.K.Jagetiya & Co.

**♦** I was worked as Clerk cum CTO in Anyonya Co-operative Bank Ltd. from

 1996 to 2010.

 As, Bank is now in liquidation from 3rd September, 2010 , We are terminated

 from service as on that date and reappointed on contractual basis.

 From September-2010 to November-2011, I worked as on same post.

 On November-11, I resign from my service.

**♦** From 21st November 2011 to 30th June 2013, I was worked with Seven Sigma

 HR Consultancy as an Office Assistant .

 **♦** From 1st July 2013 to 31st January 2014, I was working with Ennovative

 Infrastructure as an Office Assistant .

**♦** From 1st February 2014 to 5th April 2014, I was working with Virttual Effects

 Pvt.Ltd as an Back Office Assistant.

**♦**Presently I am working with Ni-Ki Data recovery Services as an Office

 Assistant from 9th September 2014.

**> Academic and Professional Qualification:**

**♦** Commerce Graduate with Accounts & Auditing from the

 M.S.University, Baroda passed in 1991.

**♦** M.S Office from Comptech Computer Centre in Sept -2006

**♦** Accounting Software Tally from Prerana Techno Institute in May-2010

**>** **Language Proficiency:** English, Hindi, Gujarati, Marathi

> **Marital Status** : Married

**>** **Family Detail:** Joint family with Mother-in-law, Father-in-law, Husband

Two Kids: One Son – study in college- B.Sc.- M.S.Uni.

 One Daughter- Study in Jeevan Sadhana School- Eng.Med.

Hope that the given detail is fulfill your requirements.

Thanking you,

Yours truly,

(Kulkarni Manisha Vikas)