

# **R E S U M E**

**MRS. JYOTI SANJAY PATIL**  
101, SRUSHTI APT.  
VEER SAVARKAR NAGAR,  
OPP. MUNICIPAL SCHOOL,  
THANE WEST -400606.

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## **ACADEMIC QUALIFICATION:**

- **Master Of Business Administration (MBA in FINANCE)**,  
IMCOST College, Check Naka, Thane  
Mumbai University (**2013-2014**) **SPECIALIZATION IN FINANCE**
- **M. Com, 1<sup>st</sup> year completed in 2003-2004**
- **Bachelor Of Commerce in 2002-2003**
- **SSC passed in 1997-1998**

## **TECHNICAL PROFICIENCY:**

- Operation Systems : Windows XP, Windows 7
- Microsoft Office (Word & Excel)
- Accounting Packages : Tally 7.2 & ERP 9,  
ITR Return, GST Reco, GSTR1 3b

## **PERSONAL ABILITY:**

- Able to Work Independently And With The Team
- Hardworking, goal-oriented, Adaptive, Sincere and Supportive
- Fast learning capability

## **WORK EXPERIENCE :**

- Recently Working as "**Admin Cum Accountant Executive**" with **Thakkar Chambers (Adv. Samrat Thakker)** at Office No. 403 & 404, Teejadeep Mall Building, Castle Mill Naka, Near Vikas Complex, Thane-400601, from **January, 2024 till date.**
- Worked as "**Junior Accountant**" with "**ECHAAR EQUIPMENTS PRIVATE LIMITED**" at Plot No - A-48, 49, Rd Number 10, Wagle Industrial Estate, Thane West, from May, 2023 till December 2023.
- Worked as "**Account Assistant**" with "**TEJASWINI SHETTY & CO., CA FIRM,**" at Mulund West, Mumbai from August, 2020 to February, 2023.
- Worked as "**Support Executive**" with "**CHANAKYA SOLUTION PVT. LTD.**", Mulund West, Mumbai (June 2015 to October 2019)

## **PERSONAL PROFILE:**

<b>Name</b>	:	<b>MRS. JYOTI SANJAY PATIL</b> <b>(Maiden Name – Jyoti Vilas Wakale)</b>
<b>Date of Birth</b>	:	22 <sup>nd</sup> June, 1983
<b>Nationality</b>	:	Indian
<b>Marital Status</b>	:	Married
<b>Languages Known</b>	:	Marathi, Hindi and English

**Place: THANE**

**(JYOTI S. PATIL)**