

## NEIL PETER DIMEKAR

Uttan, Bhate Bunder, Light House Rd,  
Post – Uttan, Bhayander (west), Thane, Pin - 401106  
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neildimekar7@gmail.com

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### **Work Experience:**

**Print 'n' Fusion Pvt. Ltd.**  
Account Assistant

**February 2014 – May 2015**

- Billing / Invoices.
- Preparing Vouchers and updating Vouchers in System.
- Supervising Despatch.
- Accounting.
- Maintaining Daily Report of Sales & Purchase.

**Sharen Packaging**  
Back Office Executive

**June 2016 – May 2020**

- Preparing vouchers.
- Work experience using Advance Excel practically on working document.
- Maintain Stock Report.
- Preparing Invoices & Quatations in Excel.

**Geetanjali Marine & Hardware**  
Shop Assistant

**July 2020 – Till date**

- Greeting customer who enter shop.
- Be involved in stock control and management.
- Selling boats Machine parts.
- Keeping the shop clean and tidy at all times.

### **Education Qualification :**

**St. Gonsalo Garcia College, Vasai (w)**  
**Qualification:**  
T.Y.B.COM - Commerce

**2012 – 2013**

**Maharashtra State Board of Higher Secondary Education**  
**St. Joseph Junior College**  
**Qualification:**

**2008 - 2009**

H.S.C. - Commerce

**Maharashtra State Board of Secondary Education**  
**St. Joseph High School**

**2006 - 2007**

**Professional Qualification :**

MSCIT Course.

Advance Excel.

National Certificate In Modular Employable Skills.

**June 2015 – June 2016**

GCC – TBC Marathi Typing Course.

**June 2021 – October 2022**

Accounts Assistant using Tally (TALLY ERP 9.0).

**Career Objective :**

A long-term position in a progressive organisation to take up more responsibilities to help organisation adhere to consistent business and to see myself growing in my role.

**Personal Profile :**

An adaptable person who gets on very well with people and is able to assess and adjust to different situations.

**Language Known** : English, Marathi & Hindi.

**Hobbies & Interest** : Swimming, Running, Internet surfing, Carom & listening to good Music.

**Sports** : Cricket

**Personal Details :**

**Date Of Birth** : 30th August 1991.

**Sex** : Male.

**Nationality** : Indian.

**Marital Status** : Single.

**Passport Status** : Active.

Neil P. Dimekar