**REETA ARMAN KUSHWAHA EMAIL:**[**kushwahareeta777@gmail.com**](mailto:kushwahareeta777@gmail.com)

**Contact no:8976428967**

| **OBJECTIVE** |
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To be able to stand in a good job where I can be comfortable in showing my knowledge and skill while improving my working capabilities as well as my personality.

| **EDUCATION QUALIFICATION:** | | | | |
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| QUALIFICATION | Year | BOARD\University | STREAM | Percentage /  Grade |
| S.S.C | 2004 | MAHARASHTRA STATE BOARD | GENERAL | 59% |
| H.S.C | 2006 | Maharashtra State Board | COMMERCE | 65% |
| B.A FINAL | 2012 | Maharashtra State Board | ARTS | 53% |

| **SOFT SKILLS** |
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❖ Well disciplined and punctual.

❖ Good planning skills.

❖ Has the potential to work individually or in a group with minimal supervision.

❖ I am patient and can tackle problems with a positive attitude.

| **EXPERIENCE** |
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❖ I have worked in a G.G. book periodical for 4 months in vashi as a DATA ENTRY job

❖I have also worked in the BPO sector for 1 year and 3 months at Pawane village , Turbhe as a CRE

❖I have worked also ALTRUIST at mahape Ghansoli as a CRE.{ BPCL PROCESS}

| **TECHNICAL QUALIFICATION** |
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❖ Basic computer knowledge with CAA {certificate course in Advanced accounting 74% }Tally ERP9 MS word

Excel and powerpoint .

❖ Typing speed is 28 wpm-30 wpm.

| **PERSONAL DETAILS** |
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**Name :** REETA ARMAN KUSHWAHA

**Permanent Address :** DZG-I-2905, Near Dilip kirana store, Shivshakti nagar, Turbhe store, Thane belapur road, Navi Mumbai-400703

**Date of Birth :** 1/01/1990

**Marital Status :** Married

**Languages Known :** English & Hindi

**SEX :** Female

| **DECLARATION** |
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I hereby declare that the above information is true to the best of my knowledge and belief.

REETA ARMAN KUSHWAHA