

Shraddha Boradkar.

Plot No, 50 , Medical Square,

Nagpur-440009

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CAREER OBJECTIVE:

To give my job career a solid start by joining eminent and highly professional company and contribute to the success of the company by outstanding performances and thereby advancing my career.

EDUCATIONAL PROFILE:

B.C.A from Tilak Maharashtra University, Pune in **2018**

H.S.C Passed from Maharashtra Board in 2011

S.S.C Passed from Maharashtra Board in 2009

COMPUTER PROFICIENCY :-

Knowledge of Windows 7, 8 and 10.

MS-Office (MS-Word, Excel, Advance Excel, macros PowerPoint, Outlook.)Basic

Knowledge of HTML,CSS, JavaScript

Knowledge of Hardware and Networking, CCNA, Sever 2008 and MS SQL Server 2019

TECHNICAL SKILLS:

** Typing in English {35 word minute}

** Vlookup

** Hlookup

** Countif ,Countifs Sumif ,Sumifs Averageif ,Averageifs, Concatenate, Max & Min, Trim etc

** Pivot table

** Conditional Formatting.

** Data Validation.

** Logical Function.

** PowerPoint Presentation

** Macros

** Outlook

Job Experience

January 2014 to October 2017 in Superb Hygienic Disposals. Nagpur as a Data Entry Operator.

September 2018 To March 2020 in Mach & Tech. Dewas (M.P) As A MIS Executive.

May 2021 to September 2022 in CJ Darcl Logistic Ltd. as a MIS Executive.

Currently working in Superb Hygienic Disposals. Nagpur as a Senior Back Office Executive.

Job Responsibility

Daily generate MIS Report.

Prepare Report On Excel Using Formulas and Cart. Maintain

Report of Company Related and there product.Report

generated thru pivot table and pivot cart

Pending installation and complaint Report thru pivot table and pivot cart.Generate complaint report with the help of vlookup formula.

Find out duplicate complaint with the help of conditional formatting

PERSONAL PROFILE:

Name :	Shraddha Boradkar
Father's name :	Vitthal Boradkar
Mother's name :	Chanda Boradkar
DOB :	11-02-1992
Languages Known :	Hindi, Marathi and English
Hobbies :	Listening Music, Net surfing.

DECLARATION:

“ I hereby declare that the details furnished above are true to the best of my knowledge and faith.”

Place: Nagpur

Shraddha Boradkar

