

**Archana Shankar Gaikwad**  
**Email:** ruhiprashant6446@gmail.com  
**Mobile:** 9320415695  
**Address:** Bali recidancy.7th floor  
Room no 704. Kharegaon, Kalwa (E)

**Career Objective:**

To work efficiently and effectively to provide value to employer for reaching organizational goals and enhance personal knowledge by growing with the employer.

**Educational Achievements:**

Examination	University	Class / Grade
DMLT	Nutan Vidyalaya (Kalyan)	Pass
H.S.C	Maharashtra Board	Pass

**Hobbies:** Reading News, Drawing, Sketching design.

**Software Skills:**

- ✦ Operating Systems : Windows Server 2008, Windows 07/08/10
- ✦ Application : DTP Operator & MS Office (Word, Excel, PowerPoint)

**Professional Experience 1:**

Company : Golden Chemist  
Duration : 8 years  
Designation : As Computer Operator

**Professional Experience 2:**

Company : SRL Laboratory  
Duration : 5 Month  
Designation : Phlebotomist

**Professional Experience 3:**

Company : Vaidya Lab Pvt.Ltd (Millennium Special Lab Pvt.Ltd.)  
Duration : 8 Months  
Designation : Phlebotomist

**Professional Experience 4:**

Company : Excel Lab Pvt Ltd  
Duration : 2 Years  
Designation : Phlebotomist

**Personal Skills:**

- ✦ Good Team Player.
- ✦ Ability to work on multiple assignments under high pressure.
- ✦ Self-Motivated, Resourceful & innovative, quick learner.

**Personal Information:**

Date of Birth : March 13, 1985  
Nationality : Indian  
Gender : Female  
Marital Status : Single  
Linguistic Abilities : English, Hindi, Marathi

I hereby declare that the information furnished above is correct to the best of my knowledge & belief.

Archana S Gaikwad

Date:

Place: