

SHRAVAN SAMBHAJI SHINDE

9209013036 | shindeshravan4471@gmail.com | Markal, Pune

CAREER OBJECTIVE

Motivated and detail-oriented individual seeking an entry-level position where I can apply my knowledge of Microsoft Excel and Tally. I aim to grow professionally while contributing effectively to organizational goals. Eager to gain more experience and develop new skills in a dynamic and professional work environment.

EDUCATION

12th Standard (HSC)

Passed in Academic Year 202425

WORK EXPERIENCE

Billing Assistant Admin Technology

Duration: 6 Months

- Handled billing and data entry tasks using Microsoft Excel
- Maintained accurate records of transactions
- Assisted in day-to-day administrative operations

TECHNICAL SKILLS

- Microsoft Excel (Data Entry, Formatting, Basic Formulas)
- Basic Knowledge of Tally
- File Handling and Record Maintenance

CERTIFICATIONS

- Tally Certificate
- MS-CIT Certificate

LANGUAGES KNOWN

- Marathi
- Hindi

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- English