

CURRICULUM VITAE

MADHURI H. SONEWANE

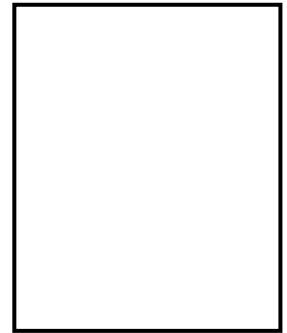
ADRESS: At+Po- Dandegaon Ta+Dist-Gondia

State- Maharashtra Pin No.-441614

Email ID: madhusonewane1996@gmail.com

Contect No. +91-869-860-3537

+91-954-521-7812



CAREER OBJECTIVE

Seeking for a job to pursue a highly rewarding career and healthy work environment where I can utilize my skills and knowledge efficiently for the organizational growth.

WORK EXPERIENCE

❖ 2018- NOW

KARAN KOTHARI JEWELLERS PVT. LTD.

CCTV MONITORING

- Responsible for operating and maintaining surveillance equipment.
- Watching both live and recorded video surveillance footage.
- Reporting incidents or suspicious behaviour and contacting the authorities when necessary.

SALE

- Selling products scheme using solid arguments to prospective costumers.
- Explaining the wide variety of products and services visitors and interviewers.

HR AND BACK OFFICE

- Maintaining computer system by updating and entering data.
- Setting appointments and arranging meetings.
- Attendina visitors and interviewers.

❖ JUNE- DEC 2018

RAMAN SERVICES NAGPUR

BACK OFFICE EXECUTIVE

- 6 Month working in hardware & software department.

QUALIFICATION

- ❖ GCC-TBC Typing English 30 Appear.
- ❖ B.COM Passed With 41.5% In June 2018 From RTMNU University.
- ❖ TALLY Passed With 86% In July 2018.
- ❖ MS-CIT Passed With 86% from MKCL IN 2014.
- ❖ HSC Passed With 50.31% in 2014 From Maharashtra State Board.

- ❖ SSC Passed With 69.20% in 2012 from Maharashtra State Board.

HOBBIES & INTERESTS

- ✓ Reading novels & news paper
- ✓ Internet Surfing.
- ✓ Traveling.

STRENGTHS

- Honest.
- Hard Working.

PERSONAL INFORMATION

Name: Madhuri H. Sonewane
Father's Name: Hukumraj Sonewane
Mother's Name: Jayshila h. Sonewane
Gender: Female
Caste: OBC (Kalar)
Nationality: Indian
Religion: Hindu
Marital Status: Unmarried
Adress: At+Po- Dandegaon Ta+Dist-Gondia
State-Maharashtra Pin No.-441614
Date Of Birth: 26/05/1996
Mother tongue: Marathi
Languages Known: Hindi, Marathi And English

DECLARATION

I solemnly declear that all the above firnished information is true to the best of my knowledge and if given an opportunity I promise to give the best abilities to the Organization.

Thank you,

Date:
Place:

Yours faith fully,
(MADHURI H. SONEWANE)