



# MADHURI H. SONEWANE

## CONTACTS

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## COMPUTER SKILLS

- MS-CIT**  
Passed with 86.00% In Sep 2014
- TALLY ERP**  
Passed with 86.00% In July 2018
- GCC-TBC**  
Typing English 30 Appear

## CAREER OBJECTIVE

👤👤 To seek a challenging career with tremendous growth and development potential in an ever changing environment and to use my mind better to the best, for the benefit of self and organization. 👤👤

## EDUCATION

- 2014 - 2018 ○ **B.COM**  
Passed with 41.5% In June 2018
- 2012 - 2014 ○ **HSSC (Sci.)**  
Passed with 50.31% In Feb. 2014
- 2012 ○ **SSC**  
Passed with 69.20% In March 2012

## 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 behavior and contacting the authorities when necessary.
- SALES**
- Selling products and schemes using solid arguments to prospective customers.
  - Explaining the wide variety of products and services to educate customers.
- HR AND BACK OFFICE**
- Maintaining computer system by updating and entering data
  - Setting appointments and arranging meetings
  - Attending visitors and interviewers.

## ✕ HOBBIES

LISTNING MUSIC  
TO LEARN NEW THINGS

## ✕ STRENGTH

SELF MOTIVATED  
SELF CONFIDENCE  
& HARDWORKING

June –Dec  
2018

## RAMAN SERVICES NAGPUR BACK OFFICE EXECUTIVE

➤ 6 Month Working In Hardware & Software  
Department

## SKILLS HIGHLIGHTS

- Good Communication
- Strong decision maker
- Flexibility & Adaptability
- Quick Learner.
- Multitasking
- Service-focused

## PERSONAL DETAILS

FATHERS NAME : HUKUMRAJ SONEWANE  
DATE OF BIRTH : 26<sup>TH</sup> MAY 1996  
SEX : FEMALE  
MARITAL STATUS : UNMARRIED  
CAST : O.B.C (KALAR)  
LANGUAGES KNOWN : ENGLISH, HINDI & MARATHI

## DECLARATION

I hereby solemnly declare that all the statement made in the above resume are true to the best of my knowledge and belief. I would be obliged if I am endowed opportunity to serve your organization.

DATE :-

PLACE :- (MADHURI H. SONEWANE)