**DIKSHA BABU KHADKE**

H.NO.116 E WARD GAOTHAN LONAVALA 410401

D.O.B : 20/09/1999

MOB NO : 8237660263

EMAIL ID : khadkediksha@gmail.com

**ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE | **PERCENTAGE** | **YEAR** | **INSTITUTE** |
| SSC | 92% | 2015 | Auxilium Convent High School |
| HSC | 88% | 2017 | D.P Mehta JR College |
| B.COM | PERSUASING | 2020 | Modern College Of Arts Commerce And Science Ganeshkhind Pune |

**CAREER OBJECTIVE**

Willing to work in an organization that can give me ample opportunities to grow, so that I will be able to help in the growth of the organization and will be able to enhance my skills and my Capabilities.

**KEY SKILLS**

* Good Communications and leadership skills
* Sincere and Hardworking
* Basic knowledge of Tally
* MS office

**LANGUAGES KNOWN**

* ENGLISH , HINDI , MARATHI

**Work EXPERIENCE**

* JUST DIAL LTD –PUNE (April 2018-Aug 2018)

Worked as an IRO-Information Retrieval Officer

I declare that the above information are true and correct to the best of my knowledge and belief .

**SIGNATURE**

- Diksha Khadke