

RESUME

Name: Madhuri Bhagaji Ghaywat

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ABOUT ME

I am an enthusiastic self-motivated reliable responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as usual incentive. I am able to work well under pressure and adhere to strict deadlines.

EDUCATIONAL PROFILE

- Graduate in Arts (English literature) from Shree Shiv Chhatrapati College , Junnar in May 2024 with 77.50%.
- HSC from Shree Shiv Chhatrapati College , Junnar in Feb 2017 with 63% .
- Diploma in Information Technology from Institute of Technology Kuran in April 2015 with 79%.
- SSC from Krishnrao Mundhe Vidhyalaya, Junnar in march 2012 with 68%.

COMPUTER SKILLS

- Knowledge in computer (Word,Excel.PPT)
- Basic Canva (Pamplet Making)
- MS-CIT
- Typing in English-40wpm
- Tally ERP 9

EXPERIENCE

- **SSKAS** : 1 Year as a Junior Accountant .(Sale-Purchase entries,Bank Entries, GST working)
- **Datamark** : 1 Year as a process associate (Data Operator).
- **Chhatrapati Enterprises** : 6 Months as a process associate.

PERSONAL DETAILS

- **Father's Name:** Bhagaji Ghaywat
- **Date of Birth** : 04/04/1997
- **Gender** : Female
- **Marital Status** : Single
- **Religion** : Buddhist
- **Nationality** : Indian
- **Language Known** : English, Marathi, Hindi
- **Hobbies** : Listening Music and Travelling

DECLARATION

I hereby solemnly declare that above mentioned details are true to the best of my knowledge and belief. If selected, I will work with consistency to achieve the top designation in the Organization.

Place:-

Date:-

Yours Faithfully,
(Madhuri Bhagaji Ghaywat)