

## RESUME

**Avantika Suhas Halde**

**Room No.07.New Pragati Rahiwasi sangh, D.M.Road, SantaCruz(E) 400055**

**Email Id– [avantikasuhashalde1998@gmail.com](mailto:avantikasuhashalde1998@gmail.com)**

**Mobile No- 7304674050/8652221352**

### **Educational Qualifications and academic Details:**

- 1)B.com- Mumbai University
- 2)HSC– (Maharashtra state Board)
- 3)S.S.C– (Maharashtra state Board)

### **Extracurricular & certificate courses:**

- 1)ComputerEnglishtyping30/40w.p.m.
- 2)Computer Ms-office + Internet.
- 3)Computer ERP.Tally
- 4)Kotak Unnati Education Foundation(BFSI): I have been trained with the skills such as Account Handling, Sales, Client conversation, Data Entry, etc. required to start career as a Banking cum Insurance Professional.
- 5)Received Punctual Employee Award at Kotak.

### **Experience:**

Kotak education foundation (1year 7month).

### **Personal/Characteristics Traits:**

- 1)Effective Communication skills including verbal, writing and presentations skills.
- 2)Demonstrated willingness to be flexible and adoptable to changing priorities.
- 3)Handling assignment independently.
- 4)Effectively supportive in teamwork, as the case maybe.
- 5)Quick learner, Goal oriented and efficient.

**Personal Summary:**

Date of Birth: 4<sup>th</sup> March 1998.

Marriage status: Single.

Languages known: English, Hindi, Marathi.

Areas of Interest: Singing, Writing.

I certify that all the information provided by me in this application is correct and complete to the best of my knowledge.

(Avanika Suhas Halde)