* **PERSONAL INFORMATION**:

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| NAME:- | SHALAKA CHANDRAKANT TODANKAR |
| ADDRESS:- | 401/B,OM VEENA APT., SAMEL PADA, NEAR LITTLE FLOWERS HIGH SCHOOL, NALLASOPARA (W) 401203 |
| CONTACT NO :- | **M: 9763952329; 9975206139** |
| E-MAIL:- | todankarshalaka@gmail.com |
| NATIONALITY:- | INDIAN |
| Date of Birth:- | 3rd December,1992 |
| PAN CARD NO:- | AJZPT5643C |
| Aadhaar No.: | 5426 8921 4598 |
| SEX:- | FEMALE |

* **Academic Credentials:-**

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| S.S.C. | 83.23% [DISTINCTION] | Maharashtra Board |
| H.S.C. | 67.50% [FIRST CLASS] | Maharashtra Board |
| F.Y.B.Com (Banking &  Insurance) | 81.66%- 1st sem  75.66%- 2nd sem | Mumbai University |
| S.Y.B.Com(Banking &  Insurance)  T.Y.B.Com(Banking &  Insurance | 89.14%- 3rd sem  88.28%- 4th sem  75.33%- 5th sem  77.76%- 6th sem  (2013) | Mumbai University  Mumbai University |

* **CERTIFICATION:-**

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| MS-CIT | 1. out of 100 |
| Certificate course in Capital Market | D |
| Certificate in Advance Excel | B |

* **SKILLS:-**

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| I.T. Skills:- | * MS – OFFICE 2007   Excellent in Word, Excel, Power Point, Access |
| * Basics of VBA{Macro} |
| * Hardware:   Basic Knowledge of computer Hardware. |

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| Accounting Skills:- | * Well versed with Financial Accounting, Cost Accounting & Management Accounting |

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| * **WORK EXPERIENCE:-** | 1.) **Bonanza portfolio Ltd.** :- **BDE** (Business  Development executive) from 3rd June 2013- 28th December2013.  ***ROLE***- {Advising on Mutual Fund, Life Insurance Policy, Demat A/c, Financial Planning, etc.}  2.) **Epicenter Technologies Pvt. Ltd**.:- **MIS Executive**(Operation department)from 29 Jan 2014 till- 9th Feb,2015  ***ROLE-*** {Preparing SUBMET MISwith help ofAgencies Reports.} |

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| Languages known:- | Marathi, English and Hindi [ Basics of Sanskrit] |
| Typing speed:- | 35 W/ Minute {Accuracy- 95%} |
| Reading Skills:- | { Excellent} |
| Writing Skills:- | (Average) Good in typing |
| Speaking Skills:- | [Good] |
| Hobby:- | Reading story books and listening to music.  GAME: - Playing badminton, Carom & Chess, Video games, etc. |

**I hereby declare that all the above information is true to the best of my knowledge and I will produce the necessary documents/ certificates whenever needed*.-***

***-* SHALAKA TODANKAR**