**RESUME**

**SURABHI AMRUT KHEDKAR Email:** [**surabhi3710@gmail.com**](mailto:surabhi3710@gmail.com)

**Contact no: +91 8055881975**

**Career Objective:**

To able to enhance my career in the banking & finance industry and utilize the knowledge and skills gleaned from my graduation studies of commerce.

**Education Qualification:**

I have completed Post Graduation Diploma in Banking & Management (PGDBM) Course from Timespro Mumbai. I am also pursuing Masters in Banking & Finance (part 2) from Sydenham College of Commerce & Economics in Mumbai University.

**Previous Academic Records:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Year of Passing** | **College/University** | **% Obtained** |
| T.Y.B.COM | 2013 | B.Y.K College of Commerce  (Pune University) | 72.83 |
| S.Y.B.COM | 2012 | B.Y.K College of Commerce  (Pune University) | 67.5 |
| F.Y.B.COM | 2011 | B.Y.K College of Commerce  (Pune University) | 62.85 |
| H S C | 2010 | B.Y.K College of Commerce (MSBSHSE, Pune University) | 71.33 |
| S S C | 2008 | St. Philomena Convent High School (MSBSHSE, Pune University) | 76.92 |

**Skills Sets:**

* Thorough knowledge of Accounting
* Disciplined
* Willingness to Learn
* Devoted towards work

**Technical Skills:**

* Well-versed with computer and MS Office

**Certification:**

* MS- CIT
* NISM V-A

**Personal Details:**

* **Date of birth** : 10/12/1991
* **Language** : English, Hindi, Marathi, French
* **Hobbies** : Listening Songs, Dancing
* **Current Address** : 8/6 verma nagar, behind channie College, old

nagardas road, Andheri east 400069, Mumbai,

Maharashtra.

* **Permanent Address** : Aashiyana B2, Pooja Residency, Tagore Nagar,

Nashik Pune Road, Nashik 422006, Maharashtra.

**Declaration:**

I hereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief.

**SURABHI AMRUT KHEDKAR**