**Takshita Anil Patil**

Sharanpur Road, Nasik

**Mobile-** (+91)9021739775 **Email id –** [Takshitap@gmail.com](mailto:Takshitap@gmail.com)

**Date of birth-** 10th April 1994

**Objective-**

Motivated to obtain position as Business Development Associate to developed knowledge of marketing and production strategies, refined communication skills, and a proven ability to resolve organizational challenges to maximize profits.

**Education-**

* Pre-Business Management from “ Seneca College (Toronto), Canada” (2018)
* Excel , Data management, Accounting
* Bachelor’s in Computer Science From “CMCS College , Nasik”.
* C++, Java, HTML
* H.S.C from “K.T.H.M College, Nasik.”
* S.S.C from “Kilbil High School, Nasik.”

**Completed Certifications-**

* Redhat Certified System Administration 6

**Technical Skills-**

* Intermediate computer skills: Microsoft office Word, Excel and PowerPoint, email applications Outlook
* Strong data entry skills and proofreading abilities
* Ability to work in a high pressure, fast paced environment
* Team orientated and customer service approach to work

**Personal Skills-**

* Strong time management, organization and multitasking abilities
* Excellent communication skills over the phone, in person, and through email.

**Academic Achievements-**

* Created a Java based software for a newspaper company during 3rd year of BCS.
* Created a presentation on Work Ethics around the world in Pre-business course in Canada.