

Curriculum Vitae

SHWETA MANGESH MANE

9552221538\9823910036

mshweta099@gmail.com

OBJECTIVE

Dedicated student with theoretical experience is seeking for an organization. Where I can enhance my knowledge and give my best to the organization.

EDUCATIONAL QUALIFICATION

Education	Board/Institution	Passing Year	Percentage
B.COM (B&I)	Mumbai University	2020	75.9
HSC.	Maharashtra Board	2017	71.23
S.S.C	Maharashtra Board	2015	80

COMPUTER QUALIFICATION

- Well versed with application of Ms-office 2013, Windows-7
- Tally Financial Accounting with service, Trading Manufacturing & M.I.S.

PERSONAL VITAE

Date of birth : 27TH October, 1999

Gender : Female

Marital status : Unmarried

Nationality : Indian

Language known : Marathi, Hindi and English

Hobbies : Reading books, listening music.

KEY SKILLS & STRENGTH

- Initiatives, leadership, qualities and co- operative
- Good communication skills and Hard working
- Quick learner, ability to think positive and face challenges
- Would like to work effectively in a team or independently.

DECLARATION

I hereby confirm that all the information mentioned above is true to the best of my knowledge and I bear the responsibility for the above mentioned particulars.