

# Curriculum Vitae

**SHWETA MANGESH MANE**  
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## **OBJECTIVE**

Dedicated student with theoretical experience is seeking for an organization. Where I can enhances 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** :27<sup>TH</sup> October, 1999  
**Gender** : Female  
**Marital status** : Unmarried  
**Nationality** : Indian  
**Languange 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.