

# RESUME

**Ms. Divya Shankar Jadhav**

At-Amrutwadi Post -Panchwad,

Tal- Wai, Dist -Satara ,

Pin- 415513.

Email: [dj489249@gmail.com](mailto:dj489249@gmail.com)

Contact No. 7796205756

## Career Objective:

To secure a challenging position where I can effectively contribute my skills as Professional & Competent Technical Skills.

**Discipline:** Appeared for Bachelor of Commerce. (Shivaji University Kolhapur)

## Academic Details:

| Course/Degree       | University/Board               | College/Institute                          | Year of Passing | Percentage of marks |
|---------------------|--------------------------------|--|-----------------|---------------------|
| B.Com               | Shivaji University<br>Kolhapur | Kisanveer<br>Mahavidhyalaya<br>,Wai        | Oct,2021        | B Grade             |
| H.S.C<br>(Commerce) | Maharashtra state<br>board     | Tukaram Hari<br>Wajekar College<br>Phunde  | Feb,2018        | 78.00 %             |
| S.S.C               | Maharashtra State<br>Board     | S.S.Madhyamik<br>Vidhyalaya Navin<br>Sheve | Mar,2016        | 83.00 %             |

## ➤ Skills:

- Knowledge in Tally and MS-Excel.
- Good communication skills to coordinate with vendors and auditors.
- Basic knowledge in accounting.
- Self motivated and hard working.
- Quick learner.
- Good Team player.

➤ **Work Experience:**

Fresher

**Career Objective:**

To secure a full time position within a dynamic and respective organization that will encourage professional growth and provide opportunity to develop and enhance the skills required to survive in a highly competitive environment.

**Personal Details:**

|                   |   |   |
|-------------------|---|---|
| Name              | : | Ms. Divya Shankar Jadhav  |
| Nationality       | : | Indian  |
| Date of Birth     | : | 31 <sup>th</sup> Oct 2000   |
| Permanent Address | : | At-Amrutwadi, Post-Panchwad,<br>Tal -Wai, Dist -Satara Pin - 415513.        |
| Languages known   | : | Marathi, Hindi & English  |
| Hobbies           | : | Computer related work, Playing games ,<br>Reading books Etc.                |
| Strengths         | : | Confident, Hardworking, Quick learner,<br>& Passionate to learn new things. |

**Personal Skills:**

Comprehensive problem solving abilities, Good verbal and written communication skills, Ability to deal with people diplomatically.

**Declaration:**

I hereby declare that above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above mentioned particulars.

**Place : Amrutwadi, Wai.**

**Divya S Jadhav**