**RESUME**

**ANJALI RAVINDRA PADAVE Address: - 22 9/20, Shanti Niwas Chawl**

**Mobile: - 8652298920 Highway Road , New Agripada ,**

**E-Mail: -** [**anjali.padave110@gmail.com**](mailto:anjali.padave110@gmail.com) **Santa Cruz (East ) , Mumbai – 400055**

**EDUCATIONAL QUALIFICATION**

|  |  |  |
| --- | --- | --- |
| **Classed/Degree** | **Board/University** | **Year of Passing** |
| **H.S.C** | **SATHAYE COLLEGE** | **2016** |
| **F.Y.B.A.** | **YCMOU UNIVERSITY** | **2021** |

**PERSONAL DETAILS**

**NAME : Anjali Ravindra Padave**

**FATHER NAME : Ravindra Raghoji Padave**

**DATE OF BIRTH : 3 FEB 1998**

**NATIONALITY : Indian**

**GENDER : Female**

**MARITAL STATUS : Unmarried**

**RELIGION : Hindu Maratha**

**LANGUAGES : Marathi, Hindi & English**

**HOBBIES : Reading, Playing, Music And other Activities.**

**WORK EXPERIENCE**

* **Worked with I.E.S MANIK VIDYAMANDIR in canteen as a cashier & Receptionist for 3 years.**
* **Presently working in L.S. Raheja College of Arts & Commerce As office supporting staff & office assistance.**
* **Handling counter related query of students giving all types of certificates.**
* **Giving all types of applications.**
* **Handling Inward Outward Dispatch Department.**

**SKILL: Basic Computer Knowledge.**

**DECLARATION**

**I hereby declare that the above furnished matters are true to the best of my knowledge and belief.**

**PLACE : MUMBAI**

**Anjali**