

RESUME

Prachi Sudhir Bansode

prachikadale@gmail.com

Mobile - 8180891000

Career Objective:

Seeking a position to apply my skills that can contribute to organization growth as well as enhance my knowledge by exploring new things.

Educational Qualification:

Examination	Board/University	Year of Passing	Grade/Class
S.S.C.	Maharashtra State Board Pune	March-2002	First Class
H.S.C	Maharashtra State Board Pune	Feb-2004	Second Class
B.Com.	Pune University	June-2007	First Class
M.Com	Pune University	Aug-2009	Second Class

Skills:

- 1) Master of Commerce, Specialization in "Business Administration
- 2) Bachelor of Commerce, Specialization in "Marketing & Secretarial and Company Management."
- 3) MSCIT
- 4) Microsoft Office
- 5) TALLY
- 6) MICROSOFT EXCEL
- 7) ADVANCE EXCEL

Work Experience:

- 1) Customer support Executive at “Maruti Suzuki ARENA”, Sehgal auto riders Pvt. Ltd. Erandwane, Pune.
- 2) Customer Support Executive at “Rutuja Communications”, Narayan peth, Pune.
- 3) Account Assistant at “Gaikwad Petrol Pump, Aundh”.

Personal Details:

Address: Flat No. 108, Parth Garden, Srinagar Lane 1, pimpale guvav, Pune, 411061.

DOB: 23/12/1986

Hobbies: Reading, Listening music etc.

Declaration:

I hereby declare that the all the particulars furnished in this resume are true to the best of my knowledge and belief.

Date:

Place: Pune

Signature: