

CAREER OBJECTIVE

Seeking the role in Payroll analyst in an esteemed organization. Self-motivated individual with exceptional analytical and quantitative skills and an ability to drive the company's finances with a good team.

EDUCATION QUALITIES

Course	Institute/College	University/Board	Percentage	Year of Passing
BACHELOR IN COMMERCE	Modern college Ganeshkhind	Savitribai Phule Pune University	66.50	2022
HSC	Modern college Ganeshkhind	Maharashtra Board	63.08	2019
SSC	Madhyamic vidhyalay Pimple gurav	Maharashtra Board	77	2017

SOFT SKILLS

- Problem-Solving
- Communication
- Time management
- Confidentiality
- Teamwork

HARD SKILLS

- Excel and Data Analysis skills
- Reporting and Auditing
- Knowledge of Tax laws and Regulation

CERTIFICATE

- Fundamentals of Full Stack Development
- Maharashtra state certificate in information technology (MS-CIT)
- Advance excel
- English typing 40
- Tally ERP 9=GST

EXTRA- CURRICULAR ACTIVITES SCHOOL & COLLEGE

- Elementry and Intermediate exam
- Member of RSP
- Participated in Drama competition, cultural events etc

PERSONAL DETAILS

- Father's Name :- Venkat
- Permanent Address :- Gulmohar colony jagtap estate Pimple gurav Pune 411061
- Date Of Birth :- 23 April 2002
- Gender :- Female
- Material status :- Single
- Language Proficiency :- Marathi , Hindi , English
- Mob. No :- 7028643668

Declaration:

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

Date:

Sarika Haitake

Place: Pune