

Curriculum Vitae

Name: Dhanashree Sanjay Ashtaputre

Address: 469, Shaniwar peth, Pune 411030

Mobile: +91-7276765837

E-mail: rashtaputre1995@gmail.com

Objective To excel in the field of Human Resources and to get associated with a progressive organization that gives me scope to learn and apply my skills that would dynamically work towards growth of the organization, along with my own career.

Profile An intellectual and articulate graduate with good management and communication skills.

Education and qualifications

2018 - Diploma in Practical English and Life Skills. Symbiosis International University (Expected August, 2019)

2017 - 2018 - Pursued levels A1, A2 and B1 in German language. Goethe institute, Max Mueller Bhavan, Pune.

2014 - 2017 - Bachelor of Business Administration, Brihan Maharastra College of Commerce, Pune.

2011 - 2013 - Science, Higher Secondary Education, Sir Parshurambhau College, Pune.

Skills

Good time management and meeting deadlines

Knowledge of Microsoft Office

Good at communication

Creative and critical thinking

Collaboration and team work

Languages: Marathi, Hindi, English and German.

Certificates

Business English Certificate (Preliminary) – Cambridge Assessment English

GOETHE-ZERTIFIKAT - A1, A2 and B1

Interests

Love cooking variety of dishes, and especially baking cakes.

Like to play badminton.