

RESUME

ALKA NANDINI

Add:- Flat No 1505, Mathadi Kamgar CHS,
Sec- 9, Ghansoli, Navi Mumbai, Pin- 400701
Mob No- 9670434742
Email Id- anandini240@gmail.com

Career objective

To pursue a challenging career, enhance and utilize my skills towards the growth of your Esteemed Organization to use my skills efficiently towards the growth of the organization.

Academic Qualification

- **High School** from CBSE Board in 2009.
- **Intermediate** from CBSE Board in 2011.
- **B.Com** from MGKVP Varanasi in 2014.
- **M.Com** from MGKVP Varanasi in 2016.

Additional Qualification

- **Diploma in Financial Accounting (DFA)**
- **CCC Qualified**

Work Experience

- **18 Months work experience with Goldrush Capital Services Pvt. Ltd. As Customer Services from April 2018 to Sep 2019.**
 - a) All Retail type of Loans Reports are prepared in Software.
 - b) All Documents related with Loans are Verified.
 - c) Prepare DDR of Schedule Banks.
- **1 Year work experience with St. Lawrence International School as Admin (Counselor) from Feb 2022 to Jan 2023.**

Personal Details

- | | | |
|-------------------------|---|--------------------------|
| • Father's Name | : | Dr. Sohan Prasad Shastri |
| • Mother's Name | : | Mrs. Nagina Devi |
| • Husband Name | : | Mr Vijay Keshari |
| • Gender | : | Female |
| • Date of Birth | : | 10/09/1994 |
| • Language known | : | Hindi & English |
| • Nationality | : | Indian |
| • Marital status | : | Married |

Declaration

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

PLACE : Navi Mumbai

DATE :.....

Signature :

ALKA NANDINI