

CURRICULUM VITAE

Dakshata Narayan Bane

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- APPLICATION FOR THE POST OF _____
- CAREER OBJECTIVE: -
Seeking a position, which hone up my skills, invigorate an urge to perform and achieve goals keeping in mind the aesthetics of professionalism. A job that allows me for greater achievements and which would effectively apply my professional skills and administrative experience in leadership, business and interpersonal relations.
- SPECIALISATION: Finance and Marketing, Data Operator.
- ACADEMIC QUALIFICATION: -

EDUCATION	UNIVERSITY/COLLEGE	YEAR	RESULT
B. COM	G. G. College, Vasai, Mumbai of University	2008-09	PASSED
H.S.C.	Maharashtra State Board	2005-06	PASSED
S.S.C.	Maharashtra State Board	2003-04	PASSED

- WORK EXPERIENCE: -
 1. Worked in Satellite City GIS office in Tandon Association as Data operator for 6 years from Aug 2012 to Oct 2018.
 2. Worked in Provident fund office as Data Operator at Bandra Office (Mumbai) for 2 years from June 2010 to July 2012.
- CLINICAL SKILLS: -
MS-CIT completed
Professional software knowledge: - Tally, ERP 9.0, Marathi and English typing.
Hardware knowledge: - Panel PC, Desktop, Laptop, Handled Devices, Printing knowledge
Internal Knowledge: - Online programming and mailing and communication, Discovering techniques, Client and office handling.
- Languages: - Expert in writing and communication in English, Marathi and Hindi languages.