



Anuja Solkar

Phone
918369750152

Date of Birth
3rd July ,1997

Address
**23/304, Herambh C.H.S, Green village
complex, mashacha
pada, Kashigaon, Miraroad (E), Thane -
401107**

OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

SKILLS

- Soft Skills - Communication, Teamwork, Adaptability, Emotional Intelligence.
- Hard Skills - Microsoft Office, Ms-excel, Tally ERP.9, Advance excel, Powerpoint, Accounting Software, Data Analytics.
- Personality Traits
 - 1.Proactive
 - 2.Analytical
 - 3.Quick Learner

CONTACT

✉ anujasolkar@gmail.com

INTERESTS

- Dancing, Listening Music

LANGUAGE

- English,Hindi, Marathi

EXPERIENCE

- 2018 - 2020** **Mena Support Pvt Ltd**
Sourcing Officer
Working on Excel
- 1November,2020 - 11th September,2023** **MacLeods pharmaceutical ltd**
Jr. Account Officer
Working in ERP Software, Purchase Entries, working on TDS ,GST taxation

EDUCATION

- March 2023** **Welingkar Institute of Management**
PGDM in finance
76%
- 2018** **Shailendra Education society Degree College From Mumbai University**
Bachelor in commerce
A
- 2015** **Shailendra Education society Junior College From Maharashtra Board**
HSC
71.08%
- 2013** **Shailendra Education society school From Maharashtra Board**
SSC
79.20%

ACHIEVEMENTS & AWARDS

- Certificate in Excel essential Formulas and Functions
- Certificate in Office Automation professional Level.
- Certificate of Tally ERP.9

Signature: _____

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