

Rutuja Erande

Batchelor Of
Computer Application

Contact

Address

Pune, India 411033

Phone

09284880235

E-mail

rutujaerande12@gmail.com

WWW

<https://bold.pro/my/rutuja-erande/693>

Skills

Good customer service

Administrative support

Accounting systems and software

Rapid data entry skills

Ledger and balance sheet competency

Financial services

Cash Handling

Banking

Languages

Marathi

Hindi

English

Secure a responsible position in account management and serve as an account representative sharing my breadth of experience and abilities effecting mutual employee and employer growth and success. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Work History

- | | |
|----------------------|--|
| 2015-01 -
2019-01 | <i>Indrayani Co-Operative bank Ltd</i> <ul style="list-style-type: none">• I worked all banking related activities• Like account opening-closing,FD related work,handling cash,etc. |
| 2011-01 -
2013-01 | <i>Rajguru Nagar Co-Operative bank Ltd</i> <ul style="list-style-type: none">• I worked all banking related activities• Like account opening-closing,FD related work,etc. |

Education

- | | |
|---------|---|
| 2010-01 | Batchelor Of Computer Applications
<i>Pune University</i>
GPA: 53.66

<i>Maharashtra Board</i> |
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Accomplishments

- Passing Year - 2006
- Grades : 49.56
- Jana Prabhodini Navanagar Vidyalyaya,Nigdi,Pune
- SSC
- Passing Year - 2004
- Grades : 43.44
- PROJECTS
- Project Details
- Handling academic projects like super market billing system
- Contact : 9284880238
- Email : rutujaerande12@gmail.com
- DOB : 12/11/1988