

CURRICULUM VITAE

MRS. KAVITA SUDHIR PAWAR

405, Sai Mauli Apt., Ramchandranagar no. 3, Vaitywadi, E.S.I.S. Hospital Road, Thane (west) – 400604.

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JOB OBJECTIVE :-

- To achieve success at work in all fields of all work.
- To comply by all targets and objective/rules of an organization.
- Capability to adapt to all types of work environment.

PERSONAL STRENGTH :-

- Punctuality and strong determination to succeed.
- Disciplined, dedicated, hardworking, energetic and organized.
- Enthusiastic ability to adapt to new environment and grasp work quickly.
- Good inter-personal relationship skill, good command of communication.
- Self motivated and result oriented .

WORK EXPERIENCE :-

- Work in Angel Broking Pvt. Ltd. for 2 years as a Receptionist cum Computer Operator.
- Work in SAS Broking Pvt. Ltd. from July 2007 to Sept 2014 for Account in data entry for our package, DP dept in a/c opening and instruction punching, KYC for all queries and A/C opening.

OTHER QUALIFICATION :-

- Typing 30 W.P.M.

EDUCATIONAL QUALIFICATION :-

Board & University	YEAR	Percentage	Class
S.S.C. Board Mumbai	March - 2000	51%	Second class
H.S.C. Board Mumbai	Feb - 2002	58%	Second class
T.Y.B.Comm Mumbai University	Oct - 2005	40%	Pass class

COMPUTER KNOWLEDGE :-

Diploma in Software Programming for Excel Computer Institute

- MS-Office (Word, Excel, Power Point)
- DTP (Corel Draw, Pagemaker, Photoshop)
- Tally 4.5, 5.3, 6.3
- Frontpage, HTML, DHTML, Web – Access,

Note : but presently I have good knowledge for MS-Office

PERSONAL DETAILS :-

- HUSBAND NAME :- Sudhir Sudam Pawar
- DATE OF BIRTH :- 26TH Feb, 1985
- LANGUAGE KNOWN :- English, Marathi, Hindi
- NATIONALITY :- Indian
- HOBBIES :- Reading

DATE :-

PLACE :- MUMBAI (KAVITA SUDHIR PAWAR)