

CURRICULUM VITAE

SHWETA CHOURE

Add:- Room no. 592, Salimbhai Chawl,
Saintah Nagar Road, Opp kali masjid
Golibar Road, Ghatkopar west
Mumbai 400086

MOBILE: - 9082802899

Email:- shwetachoure81@gmail.com

PROFESSIONAL OBJECTIVE

To accept the challenges imposed on the organization either by the way of external or internal Process and act to meet those challenges in this regard for the organization growth process and in Return getting opportunity for the self-development. I am Confident and independent, sincere and Responsible, ability to influence people, Fast learner, self-motivated with high degree of attention and commitment to work and I have qualities with good communication skills.

WORKING EXPERIENCE:

Company Name : - ALL CHECK SERVICES LLP

Designation :- MIS EXECUTIVE

Period :- July 2017 to Till date

JOB PROFILE:.

- Initiate for APF(Builder Profile)
- Maintaining Monthly Legal Bills
- Initiate NOC FCU
- Also Handling Mis & Sending Daily Dasboard ,Daily Mis,
- Team Handling
- Loan Verification of Home Loan, Personal Loan, Auto Loan, Two-Wheeler loan, Business Loan.
- Credit card verification

EDUCATIONAL PROFILE:

- Graduation (B .com) from Mumbai University in year 2015
- High Secondary Certificate (H.S.C) From Mumbai Board in year 2012.
- Secondary School Certificate (S .S.C)From Mumbai in year 2010

COMPUTER SKILL:

- Certificate Course in MS- CIT (Passed with A Grade)
- Certificate Course in Typing speed 30 (Passed with A Grade)
- Certificate Course in TALLY 9.0 (Passed with A Grade)

Father name : Shri. Shantaram Choure

Date of birth : 25th June 1995

Nationalilty : Indian

Gender:- Female

Material status : Unmarried

Language Known : English, Hindi, Marathi.

Hobbies:- Reading and Listening Music

PLACE:**DATE:****(Shweta Choure)**