

MANDAKINI N. MOHITE

e-mail : mandakininmohite@gmail.com.

ADDRESS : H No. 456/45 Bindu Madhav

Nagar, Opp to Omkar Apt. Digha

Airoli Navi Mumbai:-400708

Mobile No.: 98 1972 1972

OBJECTIVE :

Aspire to be a part of the company where I learn and contribute for a cross functional personality and good career growth.

EDUCATIONAL QUALIFICATION :

- ✓ M.COM. specialized with Human Resources Management (Mumbai University)
- ✓ T.Y.B.COM. specialized with Business Management (Mumbai University)
- ✓ H.S.C. from Mumbai Board.
- ✓ S.S.C. from Mumbai Board.

OTHER QUALIFICATION :

- **MS-CIT**

Course Content : - Windows, MS-OFFICE (Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-Outlook (2007/10/13) & Internet.

- **ADVANCE EXCEL**

Course Content : - Functions, Goal seek, Conditional formatting, Pivot Table, Charts, Mis report, Macros, Vlookup, Hlookup, Look up.

- **TALLY 7.2/9.0.**

Course Content : - Company Creation, Ledger Account and Crating voucher, Cost category and cost center, Creating of Godown, Stock Maintain, Profit and loss Account-Balance Sheet, VAT (Value Added Tax) TDS (Tax Deducted Sources).

- **TYPING 40 W.P.M.**

EXPERIENCE :

- **HR CUM OFFICE ADMINISTRATOR :**

OVENTREAT FOODS (JAN.2017-JUNE.2019)

Address : B,110 / ANSA Industrial Estate,
Sakivihar Road, Powai,
Mumbai - 400 072.

Job Profile : -

- ✓ Day-to-day activities within an office environment.
- ✓ Managing Staff.
- ✓ Maintaining Staff (Salary, Absence, Leave and Daily attendance record)
- ✓ Attending Calls
- ✓ Maintaining filing systems.
- ✓ Overseeing appointment setting and scheduling meetings.
- ✓ Data entry and Front Office task.
- ✓ Monthly Reports Submission to the Department Head.

- **CENTER COORDINATOR :**

SiT EDUCATION (2008-2017)

Address :- 1st Floor Above Balaji Stationary,
Chaitanya Nagar, I.I.T. Market,
Powai, Mumbai - 400076.

Job Profile :-

- ✓ Planning, coordinating, and supervising the operations of the tutoring / learning center activities.
- ✓ Supervising and training tutors.
- ✓ Provides assistance and information to faculty and staff.
- ✓ Maintaining Records and Files of Students and Staff.

- **OFFICE ADMINISTRATOR :**

MANDEEP MARINE SERVICES (2007-2008)

Address :- Mazgaon Dock.

Job Profile :-

- ✓ Day-to-day activities within an office environment.
- ✓ Maintaining filing systems.
- ✓ Data Entry.

PERSONAL INFORMATION :

Date of Birth :- 10th November, 1989.

Sex :- Female.

Marital Status :- Married.

Nationality :- Indian.

Languages :- English, Hindi, Marathi.

LANGUAGES KNOWN :

<i>Language</i>	<i>Read</i>	<i>Write</i>	<i>Speak</i>
English	✓	✓	✓
Hindi	✓	✓	✓
Marathi	✓	✓	✓

PERSONAL SKILL :

- Excellent communication.
- Willingness to learn.
- Leadership.

ACTIVE PARTICIPATION :

- NSS Camps.
- College annual day functions.
- State level Drama participation at Nasik.

HOBBIES :

- Dance.
- Reading books.
- Games. (Badminton)

MANDAKINI N. MOHITE