**Kshitija Mahashabde-Koli**

Pune 412307

Hadapsar, Manjri Bk

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Email ID: [kshitija.knj@gmail.com](mailto:kshitija.knj@gmail.com)

**Summary:**

An ambitious, punctual and hard working individual having 6 yrs of experience as

a Back Office Executive looking for a better opportunity and want to build a

career in a leading organization with hard work, commitment and dedication.

**Experience:**

Infinity Data Technologies Pvt Ltd. - Pune, Maharashtra

Sr. Back Office Executive

(From 18 May 2015 to 30 Dec 2021)

**Skills:**

MS Office

Good typing speed

Time Management

Quick Learning

Punctual

Dedicated

**Education:**

B.Com - 2012

MD Palesha Commerce College (Dhule) [73%]

HSC – 2008

JR City High School (Dhule) [78.67%]

SSC - 2006

RKC Madhyamik Vidyalaya (Dhule) [69.86%]

**Certifications:**

Sports:

\*Certified for the participation in State level Rope Mallakhamb Competition in

under 19 age group in the year 2007-08

(Mumbai).

\*Certified for the participation in 53rd Junior Maharashtra Ball-Badminton

Championship (18th to 20th Jan 2008)

\*Certified for the participation in Inter-Collegiate Sports, winning team- Handball

(2008-09)

Other:

\*Certified for Successfully completion of Maharashtra State Scout and Guide

course (2004 to 2006)

\*Certified for Successfully completion of two years of National Service Scheme

(NSS) activities in the year 2009-10 & 2010-11 & also attended 10days camp

under special camping programme & have done satisfactory work.

\*Certified for the participation in Entrepreneurship Awaking Camp (Oct 2009)

**Languages:**

Marathi: First Language

English: Good

Hindi: Excellent

**Hobbies:**

Travelling

Listening to Music

Gardening

Art & Craft

**Roles:**

Entering customer and account data from source documents within time limits.

Compiling, verifying accuracy and sorting information to prepare source data

for computer entry. Reviewing data for deficiencies or errors, correcting any

incompatibilities and checking output.