***ASHA Y. JAMDADE***   ***(patilasha@rocketmail.com)***

Address : Apurva Appt., Near Kanhailal Co., Flat no. 13, Narhe Road, Narhe, Dhairy

Pune. 411 041

Cell No. : 9967470515 / 8600968753.

**Career Objective**

To Grow professionally with A Progressive Company that Will benefit from my

Hard work and sincere Efforts.

**Personal Attributes**

* Flexible, Adaptable, Resourceful.
* Determination and loyalty towards commitments.
* Eager to face challenges and never misses opportunities to learn.

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | Institution | Univercity / Board | Year of Passing | Class And % |
| B.Com | Ghokhale Education | Mumbai | 2007 | 64% First |
| H.S.C. | Ghokhale Education | Mumbai | 2004 | 72% First |
| S.S.C. | Chogale High School | Mumbai | 2002 | 70% First |

**Computers**

* MS-CIT With 70% in October 2006.
* Certified Course in Computers Accounting With 78% in August 2008
* Certified Course in Advance Computers Accnting With 55% in May 2010
* Course in Office Automation With 77% in October 2007

**Others**

* Typeing 30wpm in 2011 with 85%
* Typeing 40wpm in 2011 With 65%
* Silver Medal in Inter Colligiate Yoga Competition in 2004-2005 & 2005-2006

**Experience**

Worked As a Accounts Assistance Cum Office Assistance in

Mehta Entp.

From 05/05/2008 to 01/05/2012.

**Profile**

Handeling Purchase Department, Sales Department, Despatch

Department, Handeling Petty Cash, Maintaining Stock, Making VAT &

CST Reports, Managing 5 workers,

**Experience**

Worked As a Pass Book Enrty Operator in Sarswat Co. Op. Bank From

03/03/2008 To 02/05/2008

Worked As a Temporary Clerk in IBPS From 01/04/2006 to

01/10/2006

**Personnel Dossier**

Date of Birth : 27th July 1986

Gender : Female

Marital Status : Married

Child : 2

Nationality : Indian

Religion : Hindu-Maratha

Language : English, Marathi, Hindi

**Hobbies**

Listening Music, Reading, Knowing About New Things.

**Notice : 2days**

**Current Ctc : 15000/-**

**Expectation : More than 15000/-**

(Asha Yogesh Jamadade).

Date : 09/01/2014 Place : PUNE