**RESUME**

**MOHINI G. MOHITE - SATELKAR**

**Flat No - 205,Soham Apt,opp HP petrol pump,**

Vangani - East. Contact No. 9763739421 Email:mohinimohite24@gmail.com

**OBJECTIVE:**

To be associated with progressive organization which can provide me with a dynamic

Work sphere to extract my inherent skills as a professional, use and develop my aptitude

To further the organization’s objectives and also attain my career targets in the progress.

**EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **University/Board** | **Year of**  **Passing** | **percentage** |
| TY. B .COM | Maharashtra State Board-Mumbai | 2018 | 5 sem 60% and 6 sem 53% |
| H.S.C | Maharashtra State Board-Mumbai | 2009 | 52% |
| S.S.C | Maharashtra State Board-Mumbai | 2007 | 46% |

**WORK EXPERINCE:**

* One year work experience at S.K Automotive Ltd , Navi Mumbai from Jan2008 to Jan2009 as a

Front Desk Executive ( Handling EPABX, inbound and outbound calls , maintaining inward and

Outward Register, Coordination of work between different departments, independently hand-

Ling the correspondence clients)

* Three year work experience at V.J. Honda Automobiles as a Receptionist with their billing section From oct2010 to jan2012.
* Worked with P.R. Automobiles as a receptionist with their billing section from March2012 to 2015

**COMPUTER SKILLS:**

* AI-CIT
* DTP
* TALLY
* 30 w.p.m speed of English typing
* 30 w.p.m speed of Marathi typing.
* INTERNET

**STRENGTHS**

* Working together as a team.
* Ability to sustain the trust & faith entrusted upon me.
* Self discipline & motivation is my greatest asset.
* Able to learn.
* Helping nature.
* Sharing knowledge with others.

**PERSONAL PROFILE**

**Name**  : Mohini G.Mohite

**Date of Birth** : 24thAug.1989

**Father Name**  : Gajanan Nana Mohite

**Marital Status** : Married

**Language Know** : Marathi,Hindi,English

**Nationality**  : Indian

**Gender** : Female

**Hobbies** : Travelling, Reading

**Date :**

**Place : Vangani** ( Miss. Mohini Mohite - Satelkar )

