**RESUME**

**ASHWINI ANANT TARE**

**AT:**Kore**, Post:**Edwan

**Tal:**Palghar**, Dist:** Palghar

**Pin code No :** 401102

**Contact No :** 8149463585

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| OBJECTIVE : |

To be associate with an organization which is dynamic & progressive

where I can utilize my knowledge and skill which is help towards the growth and

expansion to the firm as well as having good earning, learning & future potentials.

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| PERSONAL INFORMATION: |

**Datr of Birth :** 22th june 1992

**Gender :** Female

**Marital Status :** Single

**Nationality :** Indian

**Language Known :** Marathi, Hindi, English

**Hobbies :** Reading books, Listing Music

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| QUALIFICATION: |

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| **YEAR** | **COURSE** | **UNIVERSITY/BOARO** | **GRADE** |
| 2012-13 | B.COM | Mumbai University | Secound Class |
| 2009-10 | H.S.C | Maharashtra State Board | Secound Class |
| 2007-08 | S.S.C | Maharashtra State Board | Secound Class |

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| --- |
| Other Qualification : |

* Marathi Typing Cource @ Speed of 30w.p.m.
* English Typing Cource @ Speed of 30w.p.m.
* MSCIT
* Basic & Tally ERP9

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| Work Experience |

* Office Assistants in Kunjal Enterprizes (Saphale) from September,2013 to till date.

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| Strength |

* Honest and Quick Learner.
* Ability to work effectively as a team member.
* Dedicated.
* Willingness to learn new things.

**DATE : Signature**

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