OBJECTIVE

Looking for a challenging career which demands the best of my professional abilities and helps me in broadening and enhancing my current skill and knowledge.

SUMMARY

* Currently pursuing TYB Com from Mumbai University
* A Commerce SYB Com with varied experience in Accounts, Purchase and Customer Service
* Computer savior-faire
* Ability to work under pressure
* Determined to learn with practical approach
* Adaptable, open minded and positive attitude towards every aspect

ACADEMIC QUALIFICATION

* Pursuing TYB Com from Mumbai University
* SYB Com from Mumbai University in 2011
* HSC Maharashtra State Board of Pune in 2005
* SSC Maharashtra State Board of Pune in 2003

OTHERS

* Typing Speed 45 WPM
* Shorthand 90 WPM
* MS Office

PROFESSIONAL EXPERIENCE

* Currently working as a Accountant Assistant and till date efficiently handling Vouchers, TDS, Payments in Lagu Bandhu Pvt. Ltd. From 2011
* Worked as an Receptionist at Nayak Tutorial from 2009 - 2011
* Worked as an Executive in Telemarketing Department in “I Soft Call Centre” from 2008 ( 6 Month )
* Worked as an Data Entry Operator in Archita Enterprises from 2007 to 2008

PERSONAL INFORMATION

* Name: Shamika Ghadge
* Date of Birth: 8th Nov, 1986
* Address: 113|Sai Shradha Chawl, No.2,

Near Bhavani Shankar Mandir

Shantaram NagarVithawa Gate No.2,

Vithawa Kalwa Thane (West)

* Languages Known: English, Hindi, Marathi
* Marital Status: Married

Date:

Place: