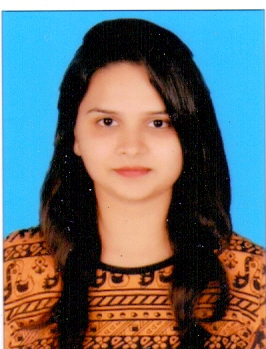
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**MITIKA RAJESH BOGHANI**

**Address** - A/40, 4th Floor, Subhash Nagar Bldg, N.M Joshi Marg, Subhash Nagar Estate, Chinchpokli (west), Mumbai - 400011

**Contact No** - 9773413858

**E-mail Address** - [mitikaboghani@gmail.com](mailto:mitikaboghani@gmail.com)

**Date of Birth** - 9th August 1994

**Languages Known** - English, Hindi, Marathi and Gujarati

**Marital Status** - Married

**Academic Credentials / Educational Qualification:**

**DIPLOMA IN FASHION DESIGNING**

Passing Year - October 2016

Board/University - Kohinoor Technical Institute

**CERTIFICATE & DIPLOMA IN COMMUNICATION & EVENT MANAGEMENT**

Passing Year - FY 2013-14

Board/University - K.P.B. Hinduja college of Commerce

**DIPLOMA IN COMPUTER APPLICATIONS**

Passing Year - May 2012

Board/University - Vedanta Foundation

**TY B.COM (SPECIALIZATION IN FINANCIAL ACCOUNTING AND AUDITING)**

Passing Year - April 2015

Board/University - University of Mumbai

**HSC**

Passing Year - February 2012

Board/University - Maharashtra State Board

**SSC**

Passing Year - March 2010

Board/University - Maharashtra State Board

**Career Objective:**

* To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.
* Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.
* Seeking an entry-level position to begin my career in a high-level professional environment.
* A highly organized and hard-working individual looking for a responsible position to gain practical experience.
* To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.
* To work in an organisation which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organisation
* To explore new areas of work in a dynamically stable organisation
* Deliver Great Results
* Help each other succeed

**Strengths and Skills:**

* Hardworking
* Good Listener
* Commitment to quality and results
* Adaptable
* Confident and focused
* Possess excellent verbal and non verbal communication skills
* Always keen to learn more and acquire greater knowledge to the benefit of the organisation
* Creative
* Innovative
* Teamwork
* Good Decision maker

**Professional Experience:**

**MAHAPRAGYA PUBLIC SCHOOL**

POST - RECEPTIONIST / ADMIN

APRIL 2023 - TILL DATE

**SPLURGE JEWELS (INTERNSHIP)**

POST - PRODUCTION / SALES EXECUTIVE

FEBRUARY 2023 - MARCH 2023

**ZAHAIRAA JEWELLERS (INTERNSHIP)**

POST - SALES EXECUTIVE / FASHION CONSULTANT

JANUARY 2022 - FEBRUARY 2022

**HDFC BANK**

POST - ASSISTANT MANAGER - RBB - TELLER

FEBRUARY 2021 - JUNE 2021

**SHUBHAARAMBH**

POST - STORE MANAGER / SALES EXECUTIVE / DESIGNER

NOVEMBER 2017 - OCTOBER 2019

**Computer Proficiency:**

* Microsoft Word
* Microsoft Power Point
* Microsoft Excel
* Oracle Flexcube Software (HDFC Bank)
* GATI Software (Splurge Jewels)
* NLP (Next Learning Platform) Software (Mahapragya Public School)

**Achievements / Certifications:**

* Certificate of Diploma in Fashion Designing with CAD
* Certificate Course in Communication & Event Management
* Certificate of Diploma in Communication & Event Management
* Certificate of Diploma in Computer Applications