**Curriculum-Vitae**

**VIJAYA MAHENDRA MORE**

3/B Sai darshan apt

Near suresh medical

Yashodhan bus stop

Lokmanya nagar pada no 2

Thane (w)

**Mobile**: 9619005093 **Email Id**:vijayamore144@gmail.com

**Objective:**

To work for an organization which provide me the opportunity to improve my skills and knowledge to growth along with the organization objective.

**Working Skills:**

* Very careful to details
* Good organizing skills
* Excellent communication and writing skills
* Excellent ability to work with numbers
* Excellent time management skills
* Ability to handle administrative functions and complete projects
* Proficient with computer literate such as Microsoft Word, Microsoft Excel and internet
* Responsible for other duties as assigned

**Computer Skills:**

* MS Office

**Academic Record:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEGREE** | **YEAR OF PASSING** | **NAME OF THE INSTITUTE** | **%** | **BOARD** |
| B.Pharm | 2017 | N.G.S.P.M’S College Of Pharmacy | Appeared | Pune |
| H.S.C | 2013 | R.J.G.M.S .Chikhali | 51% | Amravati |
| S.S.C | 2011 | R.J .G.M.S.Chikhali | 75.80% | Amravati |

**Work Experience:**

**Fresher**

**Hobbies:**

* Listening Songs
* Surfing Internet, Doing Chats on social media

**Personal Details:**

* Date of Birth: 3 oct 1995
* Languages Known: Marathi, English & Hindi.
* Father’s Name: Mahendra Vishram More
* Mother’s Name: Chhaya Mahendra More
* Marital Status: Single
* Sex: Female
* Nationality: Indian.

Date:

Place: Thane (w) VIJAYA MAHENDRA MORE