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| JAYASHRI A. HEDAOO  **Juni mangalwari near jagnnath swami temple Telephone exchange C. A. Road**  **Nagpur - 440008**  **Cell: 9561190455,7387295811**  Email Id  **Jayashrihedaoo95@gmail.com**  Education   * I.T.I. * Polytechnic in Electronic Engg.   Computer Skills   * Operating System: Windows XP * Package: Microsoft Word, Microsoft Power Point * Tally.ERP 9   **Extra-Curricular**   * 1st prize in Handwriting Computation * 1st prize in Drowning Computation   Strengths   * **High level of energy at work** * **Ready to accept new challenges** * **Time management**     Languages Known  **English ,Hindi and Marathi** |  | Objective  Seeking a position to utilize my skills and abilities in the field that offers professional growth while being resourceful, innovative and flexible.  Seeking a high level assignments/projects in Management & Operations with an organization of high repute.  **Current Company : November 2016 - Present - Parekh Group Pvt. Ltd , Nagpur**  **Job Profile :** Current Designation :- Online Team Executive  **Responsibilities & Duties**  : -   * Account Health Management * Listing of content in different portals * Deals and Promotions * Content Writing * SPD * Researching the product details and develop the features accordingly   **Work Experience : January 2016 - October 2016 -**  Backend Data Entry Operator, NMC Corporation Nagpur |
| **Academic Details:**  **Polytechnic in** Electronics from Shri K. R. Pandav Polytechnic, Nagpur in 2016 (67%)  **I.T.I.** from Industrial Training Institute Girls, Nagpur in 2012 (75.6%)  **SSC from** Netaji Subhashchndra Bose Vidyalaya, Nagpur in 2010 (65.20%)  **Personal Details** **:**- Single, Indian  **Date of Birth** :- January 03, 1995  **Hobbies: -**  Singing, Dancing, Listening music, Writing, Traveling to new places. |

**RESUME**

**Date: Name: Jayashri Hedaoo**

**Place: Nagpur Signature:**