

# RESUME

Rachel Furtado

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## PROFESSIONAL QUALIFICATION.

EXAMINATION	YEAR	INSTITUTE	MODULE	STATUS
Company Secretary Executive Programme	June 2015	ICSI	I	Passed
Company Secretary Executive Programme	June 2015	ICSI	II	Passed

## ACADEMIC QUALIFICATION

EXAMINATION	YEAR	UNIVERSITY	MARKS
SSC	2011	Maharashtra Board	69.64
HSC	2013	Maharashtra Board	69.67
Bcom	2016	Mumbai University	68.20

## COMPUTER KNOWLEDGE

- Microsoft Office: MS Word, MS Excel, MS PowerPoint.
- Operating System: Windows 7
- Working knowledge of internet & email.

Key Skills: - Punctual, socially active, analytical thinking, willing to learn

## CO-CIRCULAR

Participated in debate, presentation completion

Organised event in college

Visited to NSE, BSE, SEBI

## PERSONAL DETAILS

ADDRESS: 4/A/103 Gokul Aagan , Krishna township , Ambadi Road, Vasai (W)

BIRTH DATE: 10<sup>th</sup> October 1994

AGE: 21

MARITAL STATUS: Single

LANGUAGES KNOWN: Fluent in English Marathi and Hindi