

CURRICULUM VITAE

Name: Priyanka Dilip Dhivare

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CAREER OBJECTIVE:

What one looks for is an opportunity to be knocking the door and for the same thing I'm waiting. Willing to turning the opportunity in great success and giving some hands for the progressive firm.

COMPUTER KNOWLEDGE:

MS-CIT and MS-OFFICE

TALLY

ADVANCE EXCEL

EDUCATIONAL QUALIFICATIONS:

Degree	Institute	Board / University	Year	Percentage
FYB.COM	Mumbai University	Mumbai	2019	Studying
H.S.C	Aanandibhai Damodar Kale College, Mumbai	Mumbai	2016	47%
S.S.C.	Dr. T. R. Naravane Vidyalyaya High School, Kandivali (E), Mumbai.	Mumbai	2014	54%

Work experience :

I have one year experience in Admin Department Executive in Ontime Book Keeping Service.

Duties and Responsibilities:

- Coordinating with customers over the phone and provide them with desired solution.

- Giving mail support to the customers.
- Maintaining database of the customers.

INTERESTS & ACTIVITIES:

Reading, Writing, Listening Music

STRENGTHS:

- 1) Leadership Quality.
- 2) Communication Skills.
- 3) Decision making abilities.
- 4) Confidence.

PERSONAL VITAE'

Date of Birth: 31st July 1999.

Address: Room No 84, Lokhmanya Tilak Chawl,
M.D.Road, Bhaudh Colony,
Anna Nager, Kandivali (East). Mumbai – 400101.

Languages: English, Hindi, Marathi

Yours Sincerely,

Ms. Priyanka Dhivare.