**Resume**

**Mrs. Neelam Kiran Satav**

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**Permanent Address:**

Sr. 69, Home No. 634, Behind Union Bank of India,

New Sangvi, Pune 411027.

**Objective**

A challenging career in an organization where creativity and commitment to teamwork,

continuous learning and skilled development are valued & build a platform for successful

career.

**Professional Experience:**

1. **Organization:** Buy Sell Tips Financial Research Pvt. Ltd (Sep 2010 – Sep 2014).

**Designation**: Process Associate

**Job Description:** Currently Working in Buy Sell Tips Financial Research Pvt.

Ltd . as a **Process Associate** from September 2010- till date .

1) Identifying all types of News & database regarding stock exchange & particular company.

2) Doing Buying-Selling transaction news.

3) Financials data upcoming dates collection & Collecting data from the Annual Reports from respective company website

4) Gathering information regarding Markets (like Company information, financial data, news) for making stock, Sector reports etc.

1. **Organization:** Ozone Shopping Mall

**Designation**: **Billing Operator**

**Job Description:** Purchase Department as Billing Operator for 6 Months

**Educational & Technical Qualification:**

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| --- | --- | --- | --- |
| **Course** | **Board/University** | **Year of Passing** | **Percent** |
| B.Sc.(Phy.) | Pune University | 2010 | 75.00% |
| HSC | Maharashtra Board | 2007 | 48.17% |
| SSC | Maharashtra Board | 2005 | 74.14% |

**Skills Developed:**

* Efficiency in Data Searching
* Financial Reports Analytics
* Proficiency in MS-Excel, MS-Word

**Computer/Technical Skills:**

* Software: Adobe Acrobat, MS Office.
* English Typing Speed: 40 W.P.M.

**Strengths**:

* Strong will power and Hard working
* Optimism paired with confidence

**Personal Details :**

* Date of Birth : 17 June, 1990
* Husband’s Name : Kiran Hanumant Satav
* Sex : Female
* Marital Status : Married
* Nationality : Indian
* Language Known : English, Hindi, Marathi

**HOBBIES:**

* Cooking, Listening to music
* Drawing Mehendi and Rangoli

**Declaration**:

I hereby declare that the above mentioned information is correct up to the best of my knowledge and belief.

Place : Pune

Date : (Neelam Satav)