**Name:- Shatakshi A. Chikerur**

**E-mail:-** [shatakshichikerur@yahoo.com](mailto:shatakshichikerur@yahoo.com)

**Mobile No.:-** 8983562392

**Objective**

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continues learning and commitment.

**Professional Experience**

* **Mukherjee Developers** (1 year)
* **Office Assistant-**
* **Job responsibilities:-**
* Maintaining files
* Handling calls and other communications
* Performing general office clerk duties
* Coordinating events as necessary
* Maintaining office equipment as needed

**Anuradha Art Jewellery:-**

* **Digital Marketing Executive**
* **Job responsibilities :-**
* Making submissions
* Posting ads

**Educational Qualification**

* M.A. [specialization in sociology] with first class
* B.A. [specialization in sociology] with pass class
* HSC with first class
* SSC with first class

**Technical Skills**

* Excel
* Power Point
* MS word
* Good knowledge of MS office, Internet, etc.
* Digital Marketing

**Extra Curricular Activities**

* Participated in intercollegiate chess competitions.
* Attended 6 days workshop on “Project Based Learning with Barefoot Researcher Method”.
* Attended 2 days “Designing Future-state level youth convention”.

**Strength**

* Organizing and planning skills.
* Willingness to accept responsibility.
* Self-motivation.
* Commitment to company’s objectives.
* Ability to work under pressure and deliver results.
* Good at interacting with people.

**Personel Information**

* **Name:-** Shatakshi Chikerur
* **Date of Birth:-** 15 June, 1992
* **Address:**- Bldg. no. 12 C, flat no 11, Brindavan Society, Thane(W).
* **Permanent Address:**- Flat no. 15-B, Baidyanath Apartment, Patil Lane No. 4, College Road, Nashik-05
* **Language known:-** Marathi, Hindi, English
* **Gender:**- Female
* **Marital Status:**- Never Married
* **Nationality:**- Indian
* **Hobbies:**- Playing chess, playing guitar, listening music, reading, writing.

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

Date:-

Place:-

Name:-