

RESUME



Namrata Appaso Patil.

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Career Objective :

Looking for a challenging career with the leading corporate Hi-tech environment with committed and dedicated people, which will help me to explore myself fully and to realize my true potential with the opportunity to utilize my knowledge skills.

Experience

❖ **Navkranti Technical And Management College Gadhinglaj since 2018 .**

Cashier & Computer Operator-

- ❖ Handling Students (Resolving Their Quieres And Problems)
- ❖ To Collect the students fees and prepare balance sheet.
- ❖ Answer the phone calls ,take massages and redirect calls to appropriate offices
- ❖ Organize and maintain files and records ; update when necessary .
- ❖ To conduct the meetings and send the notice to students and staff member .
- ❖ Sorting and distribution of incoming mail.
- ❖ Operate office equipment such as Printers, Scanners, biometrics, monitors.
- ❖ Organize bookkeeping and issue invoices/ cheques.
- ❖ Perform inventory of office supplies and order what is needed.
- ❖ Applying for passport, pan card, and fastag when customer needed.

● **Current work - Jonson Lift**

Back office assistant.

Education Details :

Education	University / Board	Year of Passing	Percentage
BCA	Shivaji University, Kolhapur.	2018	65.00%
HSC	Kolhapur Divisional Board.	2015	72.31%
SSC	Kolhapur Divisional Board.	2013	72.91%

Technical Skills :

- ❖ **Web Technologies :** HTML, HTML5, CSS, CSS3, JavaScript, C, C++, Java, .Net.

- ❖ **Database** : MS SQL Server.
- ❖ **Operating System** : Windows 2007 / 2010.
- ❖ **Other** : MS-CIT.

Project Details :

- ❖ **School Billing System** : Using C Programming.
- ❖ **Social Workers Portal** : Using **HTML, CSS & Bootstrap**.
- ❖ **Product Distribution System** : Using **.NET & My SQL Server**.

Key Skills :

- ❖ Work Oriented and Ability to Learn Quickly.
- ❖ Good Communication Skills.

Personal Details :

- ❖ **Name** : Namrata Appaso Patil.
- ❖ **Date of Birth** : 30/09/1997.
- ❖ **Gender** : Female.
- ❖ **Marital Status** : Married.
- ❖ **Nationality** : Indian.
- ❖ **Permanent Address** : A/P: Kalavikatte, Tal: Gadhinglaj, Dist: Kolhapur. Pin - 416506.
- ❖ **Languages Known** : English, Hindi, Marathi.

I hereby declare that all the information provided above is true as my knowledge.

Place : Pune

Date :

Namrata Appaso Patil.