

RESUME

Bharti Manikrao Chavan

Gulmoher Colony,Rahatni,Kalewadi
Pune- 411017

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Contact no.:-7385072116

CAREER OBJECTIVE

Seeking a related position which offers key participation, team oriented tasks, immediate challenges and career opportunity.

Skills

1. Billing / invoicing
2. Maintain records of account.
3. Mange daily Finace
4. Preperation of reports.
5. Good Communication Skills
6. knowledge of MS office,Word ,Excel,internet Explore.

ACADEMIC QUALIFICATIONS

EXAM DEGREE	YEAR	NAME OF INSTITUTE	UNIVERSITY / BOARD	PERCENTAGE
T.Y.B.COM	2020	Manghanmal Udham College Of Commerce,Pimpri,Pune-17	Pune university	Pursuing
S.Y.B.COM				74.83%
F.Y.B.COM				78.14%
H.S.C	2018	M.M Junior college of science & Commerce,Kalewadi,Pune-17	Maharashtra Board	76.92%
S.S.C	2016	L.B.T School,kalewadi pune-17	Maharashtra Board	77%

SKILLS

MS Office
Record Maintain
Communication Skills
Computer Handling
Problem Solving
E Mail Handling

HOBBIES

- ❖ Reading Newspaper

PERSONAL DETAILS

- ❖ Full Name :- BHARTI MANIKRAO CHAVAN
- ❖ Date of Birth :- 26th JAN 2001
- ❖ Language Known :- Marathi, English, Hindi
- ❖ Marital Status :- Single
- ❖ Emergency contact no. :- 9518969834

I hereby declare that, the details mentioned above areas genuine.

You're sincerely

(BHARTI MANIKRAO CHAVAN)