

RESUME

Name : **MRS. PARVEEN RAJU MULLA**
Father's Name : **DILIP ABDULSO CHIKHALIKAR**
Address : **Ghanashri Apartment, Plot No.57, Flat No.S4,
Shivaji Park, Kolhapur, Maharashtra, INDIA.**
Mobile No. : **+ 91 9823424665, +91 7249518635**
Date of Birth : **5 th February, 1989**
Email Id : **parveenmulla542@gmail.com**
Language Known : **English, Hindi, Marathi**
Career Objective : **Intend to build a career with leading corporate in legal
field and willing to work with committed and dedicated
people as a key player in challenging and creative
environment.**

PROJECT DONE :

Project	Duration	Title Of Project	Organization
Organization Project	1 Month	Inventory Management	J K Files & Tools, RTG
Summer Internship Programme	2 Month	Ratio Analysis	Gokul Dudh Sangh, KOP

WORK EXPERIANCE :

- 1) I have 2 years experience in SBI Credit Card as BRE from 2011 to 2013.
- 2) I have 6 months experience in Patel Oil as Admin Executive from April 2013 to October 2013.
- 3) Currently working in Chate Jr.College of Science as Admin Executive from December 2014 to till date.

TECHNICAL SKILLS :

- 1) Completed MS-CIT
- 2) Completed DCA with A+ Grade (Diploma in Computer Application)
- 3) Completed Tally ERP with 3 months duration.

WHAT I EXCEL AT :

- 1) Communication Skill
- 2) Handling Computer
- 3) Convincing Skill
- 4) Internet

ACADEMIC BACKGROUND :

Degree/ Diploma	University/ Board/ Business School	Specialization	% Obtained
MBA	PUNJAB TECHNICAL UNIVERSITY	FINANCE	68.87%
PGPM	MAGNUS SCHOOL OF BUSINESS	FINANCE	---
BBA	SHIVAJI UNIVERSITY	---	58.91%
Inter	MAHARASHTRA STATE BOARD, PUNE	COMMERCE	60%
SSC	MAHARASHTRA STATE BOARD, PUNE	----	67.46%

EXTRA EDUCATIONAL AWARDS :

Exam/ Subject	Institute	Year	Grade
ENGLISH ENTRANCE	BHARATI VIDYAPEET,PUNE	FEB. 2001	2 nd CLASS
ENGLISH PRIMARY	BHARATI VIDYAPEET,PUNE	FEB. 2000	1 st CLASS WITH DISTINCTION
ENGLISH PRIPRIMARY	BHARATI VIDYAPEET,PUNE	FEB. 1999	1 st CLASS WITH DISTINCTION
MATHS (Pri- Intermediate)	BHARATI VIDYAPEET,PUNE	FEB. 1999	2 nd CLASS
SATYASHODH PRADNYA PARIKSHA	YASHWANT RAO CHAVAN PRATISHATHAN, MUMBAI	FEB. 1999	1 st CLASS WITH DISTINCTION
DRAWING	MAHARASHTRA STATE	FEB. 2002	1 st CLASS

SIGNATURE

DATE :

(Parveen R. Mulla)