

# ....CURRICULUM VITAE....

## **RAKHI SURESH MORE**

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### **Permanent Address:-**

Room no -344 , opp. chawl no

27 , tranzist camp , k.c. road

bandra west

Mumbai – 400050

## **CAREER OBJECTIVE**

To get elevated in the field assigned, by exploring my skill and working hard as true to my conscience for the success of the organization as well as my personal growth.

## **EDUCATIONAL QUALIFICATION**

- Bachelor Of Management Studies (BMS) Examination passed 2018  
S.N.D.T. Women's University
- H.S.C Passed year 2015  
Secondary & Higher Secondary Education Mumbai,
- S.S.C Passed year 2013  
Secondary & Higher Secondary Education Mumbai,

## **COMPUTER PROFICIENCY**

- Pursuing Computer Practical Education in ICA (Institute of Computer Accounting Edu Skill)
  - Business Accounting
  - BCA (MS office 2016)
  - TALLY ERP 9
  - GST
  - SAP FICO
  - ADVANCE EXCEL

## **ADDITIONAL QUALIFICATION & SKILL**

- DCAM 2013 (Diploma In Computer Application Management )
- MS-CIT 2013

## WORK EXPERIENCE

➤ FRESHER

## PROJECT

- Completed an academic project on Operations, Finance and Marketing at SNDT Women's university.
- Prepared and submitted a Project report about a case study on **“JOB SATISFACTION”**, and to the best of my knowledge it has not previously formed the basis for an award by any Degree or Diploma by this or any other university.

## PERSONAL PROFILE

Name	:	<b>RAKHI SURESH MORE</b>
Father's Name	:	SURESH HARISHCHANDRA MORE
Date of Birth	:	21.10.1998
Nationality	:	Indian
Religion	:	Hindu
Gender	:	Female
Marital Status	:	Unmarried
Languages Known	:	English, Hindi and Marathi

## DECLARATION

I declare that all the above given information are true to my belief of my knowledge.

Date:

Place:

**[RAKHI SURESH MORE]**