

VARSHA NARAYAN KHANDADE



CONTACT

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📍 **Current Address** - Flat no.12-2-823/C/78, SBI Colony, Mehdi patnam, Hyderabad,500028.

Permanent Address - 2721b,T anaji Chowk,Pandharpur, Dist.S olapur 413304 Maharashtra

🌐 <https://www.linkedin.com/in/varsha-khandade>

PERSONAL DETAILS

Date of Birth : 21/06/1997

Marital Status : Single

Nationality : Indian

Gender : Female

SKILLS

Communication skill

Master in computer knowledge

C, C++,Core Java,HTML, SQL, Python, CSS, JAVA Script, Digital marketing

Problem Solving

Software knowledge

Core custodian knowledge

LANGUAGES

Marathi , Hindi, English

OBJECTIVE

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

EXPERIENCE

21/08/2019

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Administration clerk

The shivsamarth multistate co.op. cr. society Handling Journal (GL) entries,making reports daily and monthly in excel sheet,making letters, inward outward letters.

Bank reconciliation.

Transfer entries.

Cash remittance entries.

Answering phone calls and calling customers and vendors to follow up on appointments and deliveries. Compiling, maintaining and updating company records.

EDUCATION

2018

BA

Mumbai university
53%

2017

Diploma in computer

MSBTE
71%

2015

12th in Science

Vivek Vardhini Vidyalaya Jr.College Pandharpur
53.85%

ACHIEVEMENTS & AWARDS

* Entrepreneurship Development,Personality Development & Aptitude programme

* MSCIT

* 1month training in core java at Technosys,Pune.

* State Trade Certificate in Web Designer

* Intel Easy Steps Basics- Digital Literacy

Webinar on keyword research in Digital Marketing

Tally with GST

OTHER QUALIFICATIONS

Digital marketing trainee at skill academy by Testbook