

MISS TEJSVI B. PAWAR

Naigaon Koliwada,  
Naigaon (West), Vasai  
Mobile: +919146948779  
Email tejpawar36@gmail.com

OBJECTIVE :

To be a part of unending process of learning by continuously enhancing my knowledge & be a part of an organization, where I can explore my skills, share responsibilities and make valuable contributions to the organization.

PERSONAL DETAILS :

Address	Naigaon Koliwada, Naigaon (West), Vasai.
Contact No.	+919146948779
Date Of Birth	13 <sup>rd</sup> May 1995
Religion	Hindu (Maratha)
Email ID	tejpawar36@gmail.com
Languages	English, Hindi, Marathi
Nationality	Indian
Marital Status	Unmarried

HOBBIES :

- Reading Books
- Playing Outdoor Games.
- Listening to Music
- Social Work

EDUCATIONAL QUALIFICATION :

Year	Degree	Institution	Board
2010	S.S.C	New English School,Vasai	Maharashtra Board
2012	H.S.C.	New English Junior College,Vasai	Maharashtra Board
2015	T.Y.Bcom	ST. Gonsalo Garcia College, vasai	Mumbai University

## EXPERIENCE :

- Working at **INDIA POST** as post of assistant of SPM [ 2 YEARS ]
- Working at **SANKET SAWANT & COMPANY (C.A)** [ 1 YEAR ]
  1. Maintain Bank Statements.
  2. Sales & Purchase Data Entry Work
  3. L.I.C & MEDICLAIM Documentation Work
  4. Preparing of **Digital Signature** Certificate (DSC)
  5. Prepared Invoices.
  6. Bank Reconciliation Statement.

## PROFESSIONAL QUALIFICATION :

- Basic Computer Knowledge & Internet
- Diploma in Computer Applications  
(MS-OFFICE - Word, Excel, PowerPoint etc.)
- Tally ERP 9 .
- English & Marathi Typing

## STRENGTHS :

- Sincere
- Punctual
- Hardworking
- Focused
- Good presentation skills
- Handling Team for the Administrative

## DECLARATION :

- I do hereby declare that all the above furnished details are true and correct to the best to my knowledge and belief.

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**MISS TEJSVI B. PAWAR**

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**Place :**

**Date :**

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