

**KRUTIKA SHAH.**

**Career Objective:** To work in a dynamic organization where I can utilize my skills and knowledge to achieve my personal and organization goals.

**Work Experiences:**

1. **Institute Name:** Excel Computer Institute.  
**Period :** July 2008 to May 2009.  
**Designation :** Staff  
**Work Profile :** Clearing the doubts of the Students Regarding 7 different Modules.(i.e.Basic-Ms Word,PowerPoint,Excel Web-designing,DTP,Internet,Visual Basics,MultiMedia, Tally upto 9.
2. **Company Name :** Bharat Furnishings.  
**Period :** 10<sup>th</sup> February 2013 to 31<sup>st</sup> October 2013.  
**Designation :** Cashier.

**Educatoinal Qualifications:**

Sr No	Course	Board/University	Class
-------	--------	------------------	-------

1.	S.S.C	Maharashtra	Second
2.	H.S.C	Maharashtra	First
3.	B.Com	Mumbai	Second
4.	M.Com	Mumbai	Part I - (Pass)

**Computer Skills:** Basics- MS Word, PowerPoint, Excel, Web-designing, DTP, Internet, Visual Basics, Multimedia, Tally up to 9, Computer Course SAP i.e. System Application And Product In Data Processing from Global Enterprises Infotech Solutions.

**Hobbies:**

- Reading Novels.
- Listening Music.
- Browse internet.

**Personal Details:**

**Date of birth:** 19<sup>th</sup> August 1987.

**Nationality:** Indian.

**Address :** 101/ Room No. 5, Sai Niketan CHS, Near Arya Samaj Hall,  
Sector No. 1, Charkop, Kandivali (West), Mumbai-400067.

**Mobile No :** +91- 9833511242. **Residence No :** 022- 28609435.

**Email id :** [sweet\\_coolkrutika@yahoo.co.in](mailto:sweet_coolkrutika@yahoo.co.in)

[krutika1908@rediffmail.com](mailto:krutika1908@rediffmail.com)

[krutika2468@hotmail.com](mailto:krutika2468@hotmail.com)

**Martial status :** Married.

**Declaration:** I hereby declare that all the information mentioned above is true  
and best to my knowledge.

**Date :**

**Place :** Mumbai

**Yours sincerely,**

**Krutika Shah.**