

RESUME

RACHANA SUNIL SAWANT

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Address: M.S Wadi, Khardev Nagar,

Ghatla Village,

Chembur, Mumbai 400071.

OBJECTIVE

To make a valuable contribution to the organization, by making the best use of my past experiences with target oriented approach.

PROFFESIONAL EXPERIENCE

Designation: Computer & Data Entry Operator

Company: S. G. MITTAL ENTERPRISES PVT. LTD

Duration: December 2013 to Feb 2015

Designation: Front Office Executive

Company: ECHJAY FORGINGS PVT.LTD.

Duration: March 2015 to Feb 2016

Designation: Front Office Executive

Company: S M. SHAH & CO.

Duration: SEPT 2018 TO TILL DATE.

EDUCATIONAL QUALIFICATION

- * Passed SSC from Mumbai Board March-2001 Securing 60%
- * Passed HSC from Mumbai Board March-2003 Securing 60%

COMPUTER KNOWLEDGE

- * Diploma in MS Office
- * Tally 6.3, 7.1
- * Typing Speed 30 wpm

PERSONAL INFORMATION

- * Date of Birth : 4th May 1985
- * Nationality : Indian
- * Sex : Female
- * Marital Status : Married.
- * Languages Known : English, Hindi, and Marathi.
- * Hobbies : Listening Music.
- * Contact No. : 8828198930

SELF QUALITIES

Confident, Co-Operative, Sincere, Ambitious, Positive Attitude and Ability to Work in Team.

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date :

Signature

Place : Mumbai.

Rachana S. Sawant

