

Bhavyata Deepak Posaria

Mob. No: +918097130406

D/102 Sada Satya apt near, temba Hospital,
behind Maxus mall Bhayander(W)

Email id:- Posariab@gmail.com

OBJECTIVE

- Looking for a challenging career so that it should be helpful to my career to enhance my knowledge and also it should be avail to stand in competitive society.
- It is my desire to work with an organization which can help me to grow professionally as well as personal front, along with the growth of organization.

EDUCATION QUALIFICATION

Name of the Course	Name of the Institute	Percentage	Year
BAF	Bal-Bharati's M.J.Pancholia College of Commerce (Mumbai University)	61.50	2016-17
HSC	Shri Vrajlal Durlabhdas valia Jr. colloge of Commerce (MSBSHSE)	66.15	FEB- 2014
SSC	Reena Mehta School (MSBSHSE)	63.64	MARCH- 2012

- **MCOM PART I.**
- **MCOM PART 2 PERSUING .**

SKILL SET

- Languages : English, Hindi, Marathi, Gujrati
- Skill set : Basic Tally & Advance Tally, DTP, MS Office, Flash

CERTIFICATION

- Basic Tally & Advance Tally, DTP, MS Office, Flash certified with Global Academy Classes

WORK EXPERIENCE

❖ **COMPANY:- SUN DATA PROCESSING (Mira Road) (Working since 19th June 2017)**

- Working as Data Entry.
- Coordinating with clients.
- GST Knowledge.
- Follow-up for the Payments.
- Documentation of records.

PERSONAL DETAIL

Date of birth : 29th July, 1996
Place of birth : Mumbai
Sex : Female
Language known : English, Hindi, Gujarati, Marathi
Marital status : Unmarried

Date:

Signature