

CURRICULUM VITAE

MEGHA SHAILESH SHEDGE

Upavan No.10 CHS, Ground Floor, 003, Near Balaji Temple,
Nanbhat Road, Virar (West), Palghar.

Mobile :- **8425969520**

Email :- **meghautekar03@gmail.com**

Personal Details:

Date Of Birth	30 th January, 1994
Nationality	Indian
Languages Known	English, Marathi. & Hindi
Hobbies	Music, Writing
Marital Status	Married
Strength	1. Strong Interpersonal and organizational skills. 2. Keen learner and a strong believer in teamwork and integrity. 3. Excellent at stress management, time management and people management. 4. Adaptable to change comfortably.

Objective:

Seeking a challenging position in a progressive organization, which effectively utilizes my professional knowledge, experience and provide opportunities for advancement.

Educational Details:

Degree	Institute	University	Percentage
S.S.C	Arvind Gandbhir High School	Mumbai Board	60%
H.S.C	T. S. Bafna College	Mumbai Borad	58%

TECHNICAL SKILLS		
MS-OFFICE	MS-EXCEL	Vlookup,Pivot Table,Formulas,Short Keys,Formatting ,Sorting
	MS-WORD	Basic Knowledge

Work Experience:

Previous Employer	
Company	Midas Finance
Duration	May 2017 To Sep 2018
Designation	Back Office Work
Job Profile	<ul style="list-style-type: none"> ❖ Aplication Form Login ❖ Co-ordinate with customer for query resolve ❖ Other office work .

Previous Employer	
Company	ICICI Bank LTD. (On Payroll of Modern Business Solution)
Duration	22 nd April 2014 To 30 November 2016
Designation	MIS Executive
Job Profile	<ul style="list-style-type: none"> ❖ Currently Handling Credit Card Daily MIS for all the region. ❖ Handling Daily, Weekly & Monthly MIS. ❖ Providing Regionwise weekly data to RHS for Weekly calls. ❖ Handling credit card related all MIS in daily basis. ❖ Handling Credit card related Queries & Escalations through mail.

Previous Employer	
Company	Yash Telecom
Duration	FEB 2013 TO MAR 2014
Designation	Back Office Work
Job Profile	<ul style="list-style-type: none"> ❖ Application Form Login ❖ Co-ordinate with customer for query resolve ❖ Aquistion status check in system ❖ Other Office work.

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

Date:

Place: Mumbai

(MEGHA GOVIND UTEKAR)