

RESUME

Sheetal Pednekar

A4 Vishwas CHS,
Above nitin raj hotel,
Puna link road,
Katemanivali
Kalyan (E)

Email: spednekar627@gmail.com

Contact no: 8097312153

CAREER OBJECTIVE

To work as a professional in a reputed organization and to apply acquired professional skills and utilize my knowledge to enhance the outlook of the organization. I would like to be a part of team of professional and build my career in a challenging and competitive work atmosphere on a long – term basis.

ACADEMIC QUALIFICATIONS				
PERCENTAGE	UNIVERSITY / BOARD	NAME OF INSTITUTE	YEAR	EXAM / DEGREE
76.21%	University of Mumbai	Krushni Tantra Vidhyalaya, padlos	Apr 2013	Agri. Diploma(2yr)
35%	Mumbai Board	New high school and junior college, kalyan(W)	Feb 2011	12 th Board
53%	Mumbai Board	Nutan Dyan Mandir High school, kalyan(E)	Mar 2008	10 th Board

WORK EXPERIENCE

- Office Assistant At **Janshakti TV Channel** for **25 Months**
 - Handling petty cash account
 - Managing Staff
 - Handling Calls and arranging programs
 - Store
- As a Data Entry Operator at **WRITER INFORMATION PVT LTD.** Padgha Bhivandi (**May 2017 to July 2018**)

PERSONAL SKILLS

- verbal and written communication skills.
- Ability to deal with people diplomatically.
- Willingness to learn team facilitator hard worker.

PERSONAL PROFILE

Name : Sheetal Pednekar.

Father's Name : Ashok

Date of Birth : 27/06/1993

Gender : Female

Marital Status : Single

Nationality : Indian

Contact No. : 8097312153 /
9773817527

ADDITIONAL QUALIFICATION

- MS – CIT
- Animation –Editing (premier pro)
- Typing Speed 20 to 25 wpm

Declaration:

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

Place: Kalyan (Maharashtra)

Sheetal Pednekar

