

CURRICULUM VITAE

Komal Mandhare.

Pancharatan Co-Op Society,
Room No 11, Juvekar Marg,
Bhandup East.
Mumbai-400042.

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Career Objective:

Seeking an opportunity to build a career in an organization where I can practically implement my academic knowledge and gain experience for my knowledge enhancement & personality development.

Strength:

- Ability to grasp new concepts quickly.
- Accept new challenges.

Work Experience:

1. Company Name : Times of India

Industry : MEDIA

Department : RMD CITY SALES

Duration : 2 Years.

Job Profile : Computer Operator

- working the Times of India and Mumbai Mirror newspaper dep.
- accepting in DSP back and activity in sale department.
- processing all reports & other document received for pending media paper application & forwarding completed files to central underwriting for their decision
- Ensuring proper track & control of all file movement between RMD & other departments like central underwriting, Payout Dept. etc.
- Attending queries on emails from branches and solving the same as per Requirements.

2. Company Name : Jeans Enterprises.

Duration : 6 months.

Job Profile : Accountant (Making Bill Invoice, Excel)

Educational Qualification:

Examination	Institute	Class	Year
S.S.C.	MAHARASHTRA BOARD	PASSED	2012
H.S.C.	MAHARASHTRA BOARD	PASSED	2014

Computer Proficiency:

- Accounting Packages: such as tally 9.2
- Application Packages: MS Office (MS-Word, MS-Excel, PowerPoint, Basic Knowledge of Internet.)
- Typing Speed: 30wph in English.

Personal Profile:

- Name: - Komal Mandhare.
- Date of Birth :- 24/09/1996
- Tel :- Mobile – 9769865915
- Marital Status:- Unmarried
- Language Know :- Marathi, Hindi, English
- Interest: - Listening Music, Reading Books, Traveling.

DECLARATION

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

(***komal Mandhare***)

Date:

Place: Mumbai