

CHITRA DATTATRAY BANDIVADEKAR

At- Damgude Ali,
Pen, Raigad - 40210.

Mobile No. - +919604416775
Email Id—chitrabandivadekar11@gmail.com

Career Objective-

An enthusiastic and motivated job-seeker, looking out for opportunities in related field with the aim of doing the best for self and Organisation.

Skills-

1. Certification course in MS-CIT, with 85% marks.
2. Certification in English Typing for the speed of 40. Passed with 81% marks.
3. Certification in Marathi Typing for the speed of 30. Passed with 81% marks.
3. Knowledge of basic Administrative work and database handling.

Job Experience :

1. Hare Krishna Pvt Ltd – Duration : 3 months
Profile : Database handling and assisting in administrative work.
2. Sankalp IAS Forum – Duration : 2 months
Profile : Telephonic counselling and administrative work.
3. Goods And Service Tax Office(Appeal – 6) – Duration : 6 months
Profile : Currently Working in Appeal Section.

Co- Curricular/ Extra- Curricular Activities-

Participated in various Sports and Cultural events in School and College level.

Academics-

Qualification	Board / University	Institute Name	Year	Percentage	Class
Bachelor of Commerce- Third Year (Semister-6)	Mumbai	Bhaushaeb Nene Kanya Vidyalay, Pen, Raigad.	2018	57.85%	Grade B
H.S.C.	H.S.C.	Private high School, Pen,	2015	65.69%	1 st
S.S.C.	S.S.C.	Smt. M.N Nene Kanya Vidyalay.	2013	62.73%	1 st

Personal Details-

Name :- Chitra Dttatrey Bandivadekar
Date of Birth: 11/11/1997
Age: 20 years
Sex: Female
Marital Status: Single
Languages Known: English, Marathi. Hindi and
Hobbies: Drawing, Dancing, Cooking.

