**RESUME**

**Name:** Nayana Mayur Patil

**Qualification:** Master of Commerce (Business Administration)

**Contact No:** 7498150565

**Email Id**: <nayanabpatil.95@gmail.com>

**Career objectives**

To work in firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organization goal.

**Basic academic credential**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Board**, **University**/**College** | **Year** | **Percentage** |
| MCOM | Pune University, BJS College Wagholi Pune | 2020 | 65.87% |
| BCOM | Pune University, M.S.Gosavi College of Commerce Nashik | 2016 | 62.95% |
| H.S.C. | Maharashtra Board, Gramodya College Nashik | 2013 | 66.17% |
| S.S.C. | Maharashtra Board, Gramodya High school Nashik | 2011 | 70.91% |

**Experiences**

One year teaching experience in National Computer and Technical Institute Wagholi Pune.

Tally, Typing, MS-CIT

**Computer Skills**

* Basic Knowledge of Computer
* Micro Soft Office Word, Excel, Power Point
* Tally ERP 9
* Typing (English, Marathi)
* CEIT Course at Anudip Foundation

**Interpersonal Skills**

* Ability to rapidly build relation & set up trust.
* Ability to cope up with different situation.
* Good listener
* Good analytic and technical skills.

**Personal Details:**

* Permanent Address :Flat no.106, Golden Bay, Shiva Palaces,BJS College, Wagholi Pune
* Date of birth : 01/09/1995
* Language Known : English, Hindi, Marathi
* Marital Status : Married
* Nationality : Indian
* Interest & hobby: Playing Badminton, Drawing.

**Declaration:**

I do hereby inform that the above information is true to the best of my knowledge.

Place:

Date:

(Nayana M.Patil)