

SADYA SANJAY PATRE



CONTACT

sadyapatre@gmail.com

9820700290

NL-2 , building no-11 ,room no-C-3 , sector-9, Nerul , Navi Mumbai -400706

SKILL

Basic information of Html ,C and C++

Computer literacy

Ms excel

Ms word

Critical thinking

Communication

Adaptability

Hardworking

INTERESTS

Singing

Photography

Editing

Cooking

Playing Chess

Reading Fictional Books

LANGUAGES

Hindi

Marathi

English

OBJECTIVE

An enthusiastic fresher with highly motivated and team player willing to work in an organization where I may be able to apply my knowledge and skills for enhancing both my personal and professional abilities.

EXPERIENCE

24/09/2021 -
01/05/2022

Sai Travels

Assistant

Enthusiastic office assistant focused on using organizational and communication at Sai Travels. 10 months of experience includes assisting a 5-person office, managing a 4-line phone system, and improving office efficiency .

EDUCATION

2022-2023

Karmaveer Bhaurao patil College

HSC

75%

2020-2021

Swami Shukhdevanand High school

SSC

91%

ACHIEVEMENT & AWARDS

I have got medal for good handwriting .

Certified by Akhil Bharatiya Gandharva Mahavidyalaya Mandal for classical singing

ADDITIONAL INFORMATION

Currently Pursuing my B.E degree from AIKTC , New Panvel