

# TOSHIBA PATRO

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## **CAREER OBJECTIVE**

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

## **EDUCATION CREDENTIALS**

Passed out **10<sup>th</sup>** from ***Central Board of Secondary Education*** with **2<sup>nd</sup>** div. in year 2011

Passed out **12<sup>th</sup>** from ***Central Board of Secondary Education*** with **2<sup>nd</sup>** div. in year 2013

**Bachelors of Commerce** from ***Pt. Ravishankar Shukla University*** with **2<sup>nd</sup>** div. in year 2017

**Master of Commerce** from ***Durg University*** with **1<sup>st</sup>** div. in year 2020

## **TECHNICAL SKILLS**

- Microsoft Excel.
- Microsoft Office.
- Microsoft PowerPoint

## **KEY SKILLS**

- Account Planning
- Collaboration
- Communication.
- Co-Operative and Keen Observer.
- Customer service.
- Data entry.
- Efficiency and Organization
- Integrity
- Leadership
- Phone etiquette.
- Productivity
- Time management.
- Work Ethic

### **ACHIEVEMENTS**

- Participated and won prizes in group-dancing competition at school level
- Various awards and trophies for Debate, Quiz, Essay and Hand-Writing Competition in Schools & Colleges.

### **INTERESTS & HOBBIES**

- Gardening.
- Dancing.
- Cooking
- Cycling.
- Pet Keeping
- Reading

### **PERSONAL PROFILE**

<b>Date of Birth</b>	: 15.MAY.1995.
<b>Gender</b>	: Female
<b>Marital status</b>	: Unmarried
<b>Languages Known</b>	: English, Hindi & Telugu

DATE:

PLACE: Bhilai