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**KANCHAN RAMJI GUPTA**

**ADDRESS:** Room no. 227, Karim wadi barakat Ali Naka, Korba Mithagar, salt pan road Wadala East Mumbai 400037

D:\icons\email.jpg **EMAIL:** guptakanchan552@gmail.comD:\icons\mob.jpg **MOB:** +91 9987464858

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| **OBJECTIVE** |

A highly organized and hard-working individual looking for a responsible position to gain practical experience.

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| **ACADEMIC QUALIFICATIONS** |

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| **Year** | **University/ Board** | **Degree** | **Class** |
| 2014 | STATE BOARD | SSC | 2nd Class |
| 2016 | STATE BOARD | HSC | 1st Class |
| 2019 | MUMBAI UNIVERSITY | GRADUATE | B GRADE |
| 2021 | MUMBAI UNIVERSITY | POST GRADUATE | PURSUING |

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| **WORK EXPERIENCE** |

* Experience

2 years’ experience in data entry located in Matunga radiant enterprises

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| **OTHER QUALIFICATION** |

* MS-Office: MS-Word and MS-PowerPoint
* Tally ERP 9

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| **GROWYOURSKILL: LEARNING AND TALENT DEVELOPMENT PROGRAM** |

* **WORK SKILLS**
* COMMUNICATION / NEGOTIATION / PROBLEM SOLVING / GROUP DISCUSSION
* **CONTINUOUS SKILLS EVALUATION**
* PRESENTATION / SPEAKING / BODY LANGUAGE

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| **PERSONAL DETAILS** |

**DATE OF BIRTH**: 22nd January 1998

**MARITAL STATUS:** Married

**LANGUAGE KNOWN:** Hindi and English

**HOBBIES:** Listening songs

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| **DECLARATION: -** |

I hereby declare that the above-mentioned particulars are genuine to the best of my knowledge and belief

Date :

Place : MUMBAI (KANCHAN RAMJI GUPTA)