**Bhavika D. Vankar**

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| 278/9, Anjali apt,  Jawahar Nagar,  Road no. 3  Goregaon (West),  Mumbai-400 062. | Cell Phone: +91-9821493139  Email: bhavikabhulku@gmail.com |

**Objective**

* To apply my knowledge & skills towards organizational growth to the best of my abilities

**Work Experience**

1 Tele Performance - Malad (West)

Profie: Data Executive since 1year & 3 months

2 Om shanti developers - Goregaon (West)

Profile: Admin Duties since 2.5 years

3 Big Boss salon - Borivali (West)

Profile: Admin Duties for 18month

4 LTA – The school of beauty – Andheri (East)

Profile: Admin Duties for 6 months

**Qualification (Mumbai University)**

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| **Degree** | **Year of Passing** | **College Name** | **Result** |
| **T.Y.Bcom** | Mar – 2017 | Mumbai University | Passed |
| **HSC** | Mar – 2012 | St.Thomas Jr. college – Goregaon (E) | Passed |
| **SSC** | Mar – 2009 | Sir. B. J Girl’s High School – Goregaon (W) | Passed |

**Skills :** Computer Basics,Tally ERP 9, administration, effective communication

**Hobbies :** Music, Reading and Dancing

**Languages Known :** Hindi, Gujarati, English, Marathi

**Date of Birth**  **:** 2nd Oct, 1992

**References**

References would be provided as and when required

Yours Truly,

Bhavika Vankar