**Savita Sudhakar Chavan**

Email ID:chavansavita111@gmail.com

Contact (+91) 7021367716

**Career Objective**

To work in a challenging environment, grow and develop along with the company, further enhancing my skills.

**Academic Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Institute** | **University/Board** | **Year of passing** |
| TYB.Com | SPDT College | Mumbai University | 2015 |
| HSC | GPM College | Maharashtra State Board | 2012 |
| SSC | Savitribai Phule girls School | Maharashtra State Board | 2010 |

**Certifications**

* Completed certification course from Network center of information technology

**Technical Skills**

**Operating Systems:** Windows (2007, 2010), Tally ERP 9

**Tools:** MS Office.

**Working Experience**

* H.K Data Services computer operator for 6 months.
* Administrative in Racks & Pinion Company.(Sales Head & Account) 4 years.
* I have an experience in Marketing field as approaching the clients through Email & Phone calls.

* I offered Quotations to clients & also used to take care inquiry from Indiamart.
* I have also attended Exhibitions & was at the stall in Automation Expo 2019.
* I also handle the transport Logistic.
* I make Sale Invoice in Tally & Excel format.
* Handling petty cash.
* Reconciliation in tally.

**Personal Details**

**DOB:** 25th December 1994

**Address:** 2/207, Arunodaya Society, Marol Maroshi Road, Andheri East, Mumbai No- 400059.  
**Languages known:** English, Hindi and Marathi.

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:

Place: Mumbai

(Savita Sudhakar Chavan)