**RESUME**

**SAYALI YASHWANT MEDHEKAR**

A/11, AYJNIHH, K.C.Marg,

Bandra Reclamation, Bandra(W),

Mumbai– 400050.

**MOBILE NO: 8286557071**

**Email ID: medhekar.sayali16gmail.com**

**OBJECTIVE**

To be a part of organization which values my skill set and gives me an opportunity to grow through challenging work.

**WORK EXPERIENCE**

* **Worked as data entry operator at Rajnish Hot Deals Pvt Ltd**.

**Roles & Responsibility:-**

* + Preparing Bills for Customer.
  + Attaining clients call regarding products query.
  + Replying clients through mails.
  + Maintaining Records and Data in Excel.
* **Currently working as accounts executive at Satyam Enterprises Pvt Ltd.**

**Roles & Responsibility:-**

* + Making banks entries.
  + Making Purchase entry & Sales Entry.
  + Making bank Reconciliation.
  + Attaining client’s call.
  + Maintaining client’s data in Excel*.*

**ACADEMIC QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Examination** | **University/ Board** | **Year** |
| M.com | Vartak college | 2017 |
| B.com | Abhinav college | 2014 |
| HSC | Divine Image Junior College | 2011 |
| SSC | Lokmanya Vidhalay | 2008 |

**TECHNICAL SKILLS**

**di**

* MS-CIT
* Knowledge of Advance Excel
* Advance Tally ERP 9
* D.T.P

**Cricket, Solving puzzles**

**PERSONAL PROFILE**

**di**

**Date of Birth** **:**16thAug ,1996

**Gender** **:** Female

**Marital Status** **:** Unmarried

**Nationality**  **:** Indian

**Religion**  **:** Hindu

**Language Known** **:** English, Hindi,Marathi.

**Other Activities :** Listening songs.

I hereby declare that, the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Mumbai Signature

Date: (Sayali yashwant medhekar)