

# **CURRICULUM VITAE**

**RADHA JAYDEEP KADAM**

**Mobile: 9987135953**

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## **Career Objectives:**

Seeking the post of a Back Office in your organization that will help me to utilize my skills and qualities for the progress of the organization.

## **Educational Qualification:**

Passed B.Sc IT – Mumbai University (2017).

Passed Higher Secondary School - Maharashtra Board (2014).

Passed Secondary School – Maharashtra Board (2012).

## **Work Experience:**

Worked as a Graphic Designer in A1 Gems World for 1 year (Vashi).

Worked as a Graphic Designer in Caliber for 4 months (Chembur).

Worked as a Voice Process in Tecktiz The Complete Solution for 1 year (Vashi).

Worked as a Back Office in Universal Engineering Company (Chembur).

## **Computer Skills:**

- **MSCIT with 87 %.**
- **Web Designing Course.**
- **Graphic Designing Course (Coral Draw, Photoshop, Illustrator, InDesign). ( Logo Design, Pamphlets Design, Banner Design, Brochure Design, Etc. )**
- **MS Office, Basic Excel, Email, Power Point, Internet Surfing.**

## Personal Information:

- Date of Birth : 28 Jun 1997.
- Marital Status : Married.
- Gender : Female.
- Nationality : Indian.
- Languages Know : English, Hindi & Marathi.
- Personal Address : Room NO –436, Om Bhawani CHS,  
Ayodhya Nagar, Vasi Naka, Mahul  
Road, Chembur, Mumbai – 400074.

## Declaration:

I have willingness to learn, enjoy the challenge in my career and I am always working hard to enhance my skills. With my qualification, interpersonal skills and sincere interest in your concern. I am certain you would quickly find me valuable asset to your esteemed organization.

I hereby sincerely and solemnly affirm that the above stated information is true to the best of my knowledge and I hope my application favorably to render the best of my service to your esteemed concern.

Thanking You,

*Yours Truly,*

**RADHA JAYDEEP KADAM**