CURRICULUM VITAE



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**Career Objective**

Contribute my knowledge and skills to achieve the objectives of the company and grow with it, through continuous learning, problem solving and team work.

**Education**

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|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institute** | **University/Board** | **Year of Passing** |
| S.S.C. | E.E.E. Sassoon High School | Mumbai | 2010 |
| H.S.C. | Maharashtra College | Mumbai | 2012 |
| B.M.S. | BCCA Institute | University | 2015 |

# Computer Competency

* Tally ERP 9
* MS Word
* MS Excel
* MS Powerpoint
* MS Outlook

# Personal Skills

* Organized and efficient
* Excellent in time management
* Flexible and adaptable
* Honest and ethical
* Hardworking and enthusiastic
* Working well within a team environment
* Fluent communication skills

# Work Experience

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| --- | --- | --- | --- | --- | --- |
| Company | Place | Position/Department | Nature | Year of Joining | Period of Work |
| Excel Elevator Limited | Mumbai | Administration | Part Time | 2012 | 6 Months |
| Mega Distributor Private Limited | Mumbai | Customer Representative | Part Time | 2013 | 8 Months |

# Languages

* English
* Hindi
* Marathi

# Interests

* Basketball
* Cricket
* Football

# Personal Details

Date of Birth : 29-11-1994

Sex : Male