**Juliet**

**Juliet.372671@2freemail.com**

**Curriculam Vitae**

**PERSONAL DETAILS:**

**Birth:**October 15, 1992

**ACADEMIC QUALIFICATION:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. no. | Qualification | Board/ University | Year of Passing | % |
| 1 | SSC | Mumbai Board | 2008 | 54.30% |
| 2 | HSC | Mumbai Board | 2010 | 54.00% |
| 3 | B.Com ( Banking & Insurance) | Mumbai University | 2013 | 66% |

**PROFESSIONAL QUALIFICATION:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. no. | Course Name | Board/ University | Year of Passing | % |
| 1 | Banking & Insurance | Mumbai | 2013 | 66% |
| 2 | MSC Office | Mumbai | 2013 | 75% |

**WORKING EXPERIENCE:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sr. no. | Company Name | Designation | Duration (From – To) | Total Exp. |
| 1 | Softkey Education | Admin Assistant | March- 14 to November-16 | 2 years 8 months |

**SKILLS:**

**Languages:** Tamil (Mother Language)

 English,

 Hindi

 Marathi

**Computer Skills:**

* Working in a fully computerised environment having Proficiency in MS-Office, Windows.
* Funcional Knowledge Of Accounting and ERP package (SAP, Tally).

**PERSONAL SKILLS:**

\* Ability to work in a team environment.

\* Initiative to desire to excel.

\* Strong accounting and system knowledge.

\* Capability to supervise the work of others.

\* Proven track record of client service

I hereby declare that all information to you in this resume are true, complete and correct to the best of my knowledge and belief.