**RESUME**

 **Anuradha**

Email – **Anuradha.374988@2freemail.com**

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 **Career Objective:**

To Build a Career in Finance field and enhance my skills and learn new finance terms for growth of organization as well as individual growth.

**Educational Qualification:**

* Master of Commerce from Pune University.
* Government Diploma in Co-operation & Accountancy with 1st class [GDC&A],
* H S C with 1st class distinction form Shivaji University.

**Certified Courses:**

* Tally Enterprise Course (ERP)

* Diploma Course in Graphic and Office Automation with 1 class [DCG&A]

* MSC\_IT pass with 90 %

* MS Office 2003, 2007, 2010.

**Computer Skills:**

* Office Package: Microsoft Word, Excel, PowerPoint,

**Qualification Summary:**

Excellent written and verbal communication skills. Ability to prepare and evaluate long-range strategic plans.

* Analyze, compare, interpret and predict facts and figures adeptly.

* Detail-oriented, efficient and organized professional with extensive experience in accounting systems

* Strong analytical and problem solving skills.

**Personal Skills:**

* Good verbal and written communication skills

* Ability to work hard

* Knowledge of Accounting, Excellent communication skills

* Good analytical and problem solving skills

* Ability to build motivation

* Creative & self-confident

* Positive approach thinking

**Personal Details:**

Date of birth : 7th June 1990

Sex : Female

Marital Status : Married

Nationality : Indian

Languages : English, Hindi, Marathi.

Hobbies : Reading Books, Listening Music, Craft work, Drawing, Playing Games.

**DECLARATION:**

The above mentioned information is true and correct to the best of my knowledge and belief. If I am selected and given a chance to serve in your esteemed organization I shall prove my best and ability to the entire satisfaction of my superiors.