**CURRICULUM VITAE**

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**SANGEETA**

**Email Id:-** **sangeeta.344691@2freemail.com**

**Dubai, U.A.E**

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**CAREER OBJECTIVE :**

To learn new technologies in order to contribute in the growth of industry by sharing my knowledge with others and to boost my career & seeking a position to utilize my skills and abilities in the Industry that offers professional growth while being resourceful, innovative and flexible.

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**Educational Qualification :**

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| --- | --- | --- | --- |
| **Examination** | **University/Board** | **Year of Passing** | **GRADE** |
| **B. COM** | **MUMBAI UNIVERSITY** | **MAR – 2013** | **I** |
| **H.S.C.** | **MAHARASHTRA BOARD** | **FEB – 2009** | **I** |
| **S.S.C.** | **MAHARASHTRA BOARD** | **MAR – 2007** | **II** |

**Computer Awareness :**

* Computer application (M.S.Office) – Basic Computer Course (MS Word, MS Excel, MS Power Point & Internet).
* Tally ERP 9

**WORK EXPERIENCE:**

* **G.M.D BUSINESS LINKS PVT LTD (April 2012 to January 2013)**

 **Designation: Online Marketing & Accountant**

* Handling complete financial operations & providing supportive data analysis and presentation to the Management for future strategies & decision making
* Entering Daily Sales, Purchase, Cash and Bank Transactions.
* Maintaining Petty Cash Book, Preparation, checking of vouchers for Payments and Receipts Preparation of Salary Statement
* **GEGA INFOTECH PVT LTD. (July 2013 to February 2016)**

**Designation:** **Data Entry Operator**

* Prepares source data for entry by opening and sorting mail; verifying and logging receipt of data; obtaining missing data.
* Records data by operating data entry equipment; coding information; resolving processing problems.
* Protects organization's value by keeping information confidential.
* Accomplishes department and organization mission by completing related results as needed.
* **ADFC BANK. (February 2016 to April 2016)**

 **Designation:** **Trainee – Phone Banking**

* Solving Customer Queries.
* Providing Card Blocking Services.

**PERSONAL DETAILS**

* Visa status :Long term visa (till march 16)
* Religion : Hindu .
* Nationality : Indian.
* Date Of Birth : 21st May 1992.
* Gender : Female.
* Marital status : Married
* Languages known : English, Marathi, Hindi, Kannada
* Hobbies : Playing Games & Listening Music

**DECLARATION :**

I hereby declare that, the above written information is true to the best of my knowledge & belief.

 **Thanking you,**

Place:

 Yours faithfully,

Date: SANGEETA.