

# Ruchi

**Date of birth** : 19th August 1996 **Email** : [ruche-396391@2freemail.com](mailto:ruche-396391@2freemail.com)

**Visa Status** : Visit Visa (3 Months)

**Passport Detail** : (Issue Dt- 09th March 2019

Expiry Dt -08th March 2028)

# Personal Profile



My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation.

# Skills



**Technical Skills**

* Tally ERP.09
* MS Office, MS Excel, MS. Word

# Personal Skills

* Service Oriented.
* Punctual and Hard Working.
* Time Management Skills

# Qualification and Certificates



* Graduated from Mumbai University , India with commerce in the year 2017.
* 12th from Mumbai University, India with commerce in the year 2014.
* 10th from Maharashtra State Board in the year 2012

# Work Experience



**Assistant Account**

In Steel Manufacturing / Proprietorship

Mumbai, India

May 2018 to November 2019

# Customer Service Executive

In a BPO company

Mumbai, India

April 2017 to Oct 2017

# Hobbies and Interests



Cooking, Travel, to listen Soft Music, Dancing, and to interact with different people. Enhancing myself with latest news and tech

# Reference



Excellent references will be provided upon request.

Ruchi