

## CURRICULUM VITAE

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**Name** : Bhumika Sanjeevan Mayekar  
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**Mobile No.** : 7045899857/ 7506135546  
**Address** : 19, Shitla Prasad Tiwari Chawl,  
Opp. Maharaj Bhuvan, R. R. Thakur Marg  
Jogeshwari (East)  
Mumbai – 400 060.

### EDUCATION

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- **S.S.C.** Passed with distinction from Maharashtra State Board with 82%.
- **H.S.C.** Passed with First Class from Maharashtra State Board with 62.31%.
- **T. Y. B.Com** Pass with distinction from Dr. Homi Bhabha State University with 88%.
- Completed Tally ERP 9
- Completed MSCIT

### WORKING EXPERIENCE

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- **National Aluminum – Office Assistant** (2 Months - internship)
  - Checking and Drafting emails
  - Entering data of Purchase and Sale Orders in Software
  - Coordinating / follow up with client for payment
  - Preparing and printing invoices
  - Maintaining stock details / entry
  - Handling petty cash
  - Keeping files / Register updated

### PERSONAL PROFILE

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**Date of Birth** : 1<sup>st</sup> August, 2001  
**Nationality** : Indian  
**Marital Status** : Single  
**Mother Tongue** : Marathi  
**Languages Known** : English, Hindi & Marathi

### DECLARATION

I hereby declare that the above-mentioned particulars are true and genuine and are as per my knowledge.

**Date :-**

**Place :-**

