

RESUME

Vinita Bala Raul

Room No:-5, Ground Floor,
Adarsh Vidyarthi Mandal Chawl No: - 2,
Near Holi Maidan, Mahim East,
Mumbai – 400017.

Mobile No: **9867146647**.

Email Id:**vinitaraul40@gmail.com**

CAREER OBJECTIVE:

To contribute towards the growth of an organization while continuously improving my core skills in a challenging environment.

Personal Information:

- **Date of Birth** : 4th August, 1996
 - **Marital Status** : Single
 - **Hobbies** : Reading, Music, Cooking & Travelling
 - **Languages Know** : Marathi, Hindi & English
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Academics:

Qualification	School/ College	Name of Institution	Year Of Passing	Percentage
B.Com	Siddharth College of Commerce & Economics	Mumbai University	2016	65%
HSC	Siddharth College of Commerce & Economics	Maharashtra Board	2013	52.50%
SSC	D. S. High School	Maharashtra Board	2011	64.40%

Computer Literacy:

- Proficient in use of MS OFFICE applications like Word, Excel, Advance Excel & PowerPoint.
 - Comfortable in working in Windows 10, Windows XP Operating Systems.
 - Proficient in use of Internet Application in extracting information as well as communication purposes.
 - Typing speed 40 W.P.M.
 - MS-CIT passed with 72%
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Work Experience:

- **Worked as a Senior Executive Assistant at D. K. Realty Duration: - 2 year**
 - **Woking as an Administrative Officer at Bhavesh Enterprises**
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Competencies:

- Committed to deadlines and schedules
- Excellent knowledge in application of MS-Excel.
