

CURRICULUM VITAE

SHEETAL CHANDRAKANT ADARKAR
(BCOM)
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Residential Address:
902,SRA Building, Devipada,
Boriwali (East),
Mumbai - 400 066.

CAREER OBJECTIVE

To grow intellectual and enhance my knowledge and skill sets by working in a professional managed company for an upward graph.

EDUCATIONAL QUALIFICATION

Examination	University	Passing Year	% of Marks
BCOM	Mumbai University	2015-16	72%
HSC	Mumbai University	2012-13	73%
SSC	Mumbai University	2010-11	79%

PROFESSIONAL EXPERIENCE

- 1) **Name of Organization: Mahindra Home Finance. 2 Years**
 - **Designation:** Account Associate
 - **Duration:** currently working
- 2) **Name of Organization: Mumbai Municipal Education Department Co-operative Bank**
 - **Designation:** Clerk.
 - **Duration:** 2 Years

JOB RESPONSIBILITY

- Sanctioning loans, Saving Department, Work on Financial Software, Emails handling, Account Opening, Update KYC, Scanning & another Bank Work.
- Accounts payable, Employee Payments Follow-up, Advance and adjustment entries, letter payment, Vlook up, Excel Work.
- CSR Payment, MIS report, working on infor sunsytem & Astral software.

TECHNICAL PROFILE

- Applications: MS-Office (MS Word, Advance Excel, Power point)
- Tally ERP 9
- Proficient working knowledge of Internet
- Maharashtra State Certificate in Information Technology (MS-CIT)
- Typing - English (30 W.P.M.)

SKILLS

- Excellent organization, planning and problem-solving abilities.
- Working in team, Leadership, Time Management, Fast Learner.

CO-CURRICULAR ACTIVITIES

- Attended SPARK seminar in Mumbai.
- Attended Industrial visit in PARLE, Cadbury, Aarey Milk Colony.

ADDITIONAL INFORMATION

DATE OF BIRTH	:	09 th December, 1995
BLOOD GROUP	:	B +ve
LANGUAGES KNOWN	:	Marathi, Hindi, English
GENDER	:	Female.
MARITAL STATUS	:	Single.
HOBBIES	:	Reading, Cooking, Collecting Shales.

DECLARATION

I consider myself familiar with important BMS Aspect. I am sincerely in all my Endeavour's and as a good co-ordination skill to work in a team. I hereby declare that the above information is true to the best of my knowledge.

Place: Mumbai.

Date:

(Sheetal C. Adarkar)