

CURRICULUM VITAE

Bhoi Shweta Rajendra

Mobile: +91-9623681667

4227, Gol Wada, Sardar Chowk

Panchavati Nashik,

422003

Career Objectives:-

To achieve my goals with continuous improvement.

Academic Qualification:-

EXAMINATION	BOARD / UNIVERSITY	YEAR	AGGREGATE (%)
T.Y.B.Com	Pune University	2017	50%
H.S.C	Pune Board	Feb 2014	71.54%
S.S.C	Pune Board	March 2012	70.91%

Work Experience:-

- Company Name: Datamatics Global Services Limited.

Job duration: 2 years and 8 months since 3 years in banking Department in Home Loan process as an executive. Also work in HFC process as a Quality Checke.

- Designation: Executive
- In cloth garment work for sales since 1 month.
- 6 Months Experience as Tally Operator
- 3 Months Experience as Data Entry Operator
- Now work in Writers Information Company at Satpur from 5th Octber, 2020 to till date.

Computer Skills:-

- Basic Knowledge of Computer
- Tally Erp 9

- MS-CIT
- English Typing: Speed 30 wpm and 40 wpm
- Marathi Typing: Speed 30 wpm

Personal Details:-

Date of Birth : 19th Jan 1997
Sex : Female
Marital Status : Single
Languages Known : English, Hindi & Marathi
Strength : Positive Attitude, Quick learner.
Hobbies : Music, Dancing, Reading, Touring (travelling).

I hereby declare that the information given above is true to the best of my knowledge.

Date:

Place: Nashik

(Shweta Bhoi)