

CURRICULUM VITAE

ASHWINI SURESH SHELAR

Room no: 2016 B Wing Matoshree Sadan
S.R.A G.D Ambedkar Road Wadala
Mumbai 400031

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CAREER OBJECTIVE

- To Work in an Environment which offers a good opportunities to share my knowledge and skills with others and participate my Shift and work towards for a complete satisfactions of the company.

EDUCATIONAL QUALIFICATION

Course	Board / University	year
T.Y B.B.I (Banking & Insurance)	Mumbai University	2017
H.S.C.	Maharashtra State Board	2014
S.S.C	Maharashtra State Board	2012

COMPUTER KNOWLEDGE

- MS-CIT Course, Advance tally
- Typing English & Marathi 30 Speed
- Basic Excel.
- Ms Office

OTHER QUALIFICATION

- Completed Master Skill Hub course

WORK EXPERIENCE

Worked at Grant Road in Trith Marketing office in Account Department for 7 month. From May 2018 To Dec 2019

- Purchase Entry
- Sales Entry

Worked at Grant Road In Ajay Scooters In Account Department for 3 month. Jan 2020 To March 2020

- Purchase Entry
- Sale Entry

Currently working Sel India Inc From Nov 2023 to till date

- Purchase Entry
- Sales Entry
- Bank Statement
- Bank reconciliation
- E way Bill Print On E way Bill Portal
- Gst reconciliation
- Debit Note And Credit Note

PERSONAL INFORMATION

➤ DATE OF BIRTH	:	05/12/1996
➤ GENDER	:	Female
➤ MARITAL STATUS	:	Single.
➤ NATIONALITY	:	Indian.
➤ RELIGION / CASTE	:	Hindu
➤ LANGUAGES KNOWN	:	English, Hindi & Marathi.
➤ HOBBIES	:	Reading, writing , Listening to Music & Watching match

Declaration :-

- I do hereby declare that the particular of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE : Mumbai

DATE : ___/___/_____

(ASHWINI SURESH SHELAR)