CURRICULUM VITAE

##### Ms. Hemali Vikram Kadam

Mobile No: +91-8975402917

E-mail: [hemamandhare96@gmail.com](mailto:hemamandhare96@gmail.com)

##### CAREER OBJECTIVE: To become an excellent employee in esteemed organization. Seeking a classical opportunity to serve in your esteemed organization and prove myself worthy in the uplift of the organization.

##### PROFESSIONAL EXPERIENCE : TOTAL 4 Yr 10 Months OF WORKING EXPERIENCE

Company : Bhadreshwar Nagari Sahakari patsanstha Bank, Wai, satara

Designation : Clerk

Experience : (1 Yr)

Company : Sai Hardware Wai, Satara

Designation : Data Entry Operator

Experience : (1.5 Yr)

Company : DNA Dhanraj Telecom Pvt. Ltd.

Designation : Co-ordinator

Experience : (10 Month)

Company : ICA EDU SKILLS Pvt. Ltd

Designation : Back Office Executive

Experience : (1.5 Yr)

### EDUCATIONAL QUALIFICATION:

* 10th pass out form Kolhapur Board
* 12th pass out from Kolhapur Board
* B.Com 1st year pass In KVM college of Commerce & Science from Shivaji University
* B.com 2nd year pass In KVM college of Commerce & Science from Shivaji University
* B.com 3rd year Appear In KVM college of Commerce & Science from Shivaji University

### COMPUTER SKILLS:

* MS-CIT computer course completed in 2012
* English Typing 30 WPM 2012
* Marathi Typing 30 WPM 2017

### DESCRIPTION OF WORK:

* Staff Management, Support and Development
* Inter-departmental Communication
* Planning, Analysis and Reporting.

### SKILLS:

* Technically competent with ability to train others
* Good communication ability both verbally and in writing.
* Fluency in English, Hindi, Marathi.
* Leading & Supervising.
* Customer satisfaction & Quality Focus

### CAPABILITIES:

* Working on deadlines & Work well.
* Receiving and carrying our complicated instructions and tasks.
* Flexibility and originality of approach.
* Working equally well on own initiative or in a group.

**PERSONAL DETAILS:**

Date of Birth : 11h July 1996

Religion : Hindu-Maratha

Nationality : Indian

Marital Status : Married

Address : Sector.27 Sayadari Colony, Akrudi (Pimpri Chichwad)

State : Maharashtra

Country : India

Mobile No : +91-8975402917

Languages known : to speak (English, Hindi, and Marathi) Hobbies : Listen Music, Cooking .

**DECLARATION:**

I hereby declare that the above information’s are true to the best of my knowledge. I assure you that if given an opportunity to serve in your esteemed organization, I shall prove my ability and suffice my superiors.

Thanking You.

Place : Pune, Maharashtra.

Date : 16 June 2019

**(Hemali Vikram Kadam)**