**RESUMÉ**

***Supriya S.Mahajan supriyasmahajan@gmail.com***

***(B.B.A.) Mob. No.-9922447987***

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**Objective:**

**To work in a firm with a professional work driven environment where I can utilize & apply my knowledge, skills which would enable me as a to grow while fulfilling**

**organizational goals.**

**Work experience**

**Organization : LS ATTAL & ASSOCIATE [Aug.2008 to Feb 2010}**

**Joshi & Kulkarni Associate [6th month]**

**Designation : Account & Data entry**

**Work Profile:**

**1 Responsible for managing various corporate.**

**2 Manage office data keeping.**

**3 Also doing promotional Manage of coustomer.**

**Educational Details:**

**• B.B.A. in May 2009 from B.A.M. University**

**• HSC in Apr 2006 from Aurangabad Board**

**• SSC in Apr 2004 from Aurangabad Board**

**• Diploma in interior design 2010**

**Strengths:**

* **Teamwork ability**
* **With Positive attitude to contribute the healthy functioning of the organization.**
* **Willingness to learn.**

**Other Details:**

**• Auto cad [certificate course]**

**• Tally ERP9,GST [certificate course]**

**• MS-CIT [certificate course]**

* **Excel & Word**

**Hobbies:**

**Listening music, visiting different places.**

**Personal Details**

**Husband Name : Sandip Mahajan**

**Date of Birth: : 06-04-1987**

**Sex: : Female**

**Marital Status: : Married**

**Language known: English, Hindi, and Marathi.**

**Declaration:**

**I hereby declare that the information provided above is true to best of my knowledge & belief.**

**Permanent Address:**

**Plot No. - 33, Shivneri Colony, Vijay Nagar,**

**Garkheda Aurangabad.**

**PLACE:**

**DATE**

**[ Supriya s.Mahajan**.]