

RESUME

Career Objective : Seek to get associated with a growth oriented organization, and handle challenging assignments to achieve the firm's desired goals utilizing strong skills backed by synergy of professional skills & experience and to further develop interpersonal skills through teamwork and education. –“Excellent service towards Perfection”.

NAME : JYOTSNA PRASHANT PAWAR
ADDRESS : VENKATESH KARISHMA, FLAT NO 5, 1st FLOOR, Sr. No 23 /3 /1, Narhe.
Pune : 411041

Near Eshaan international School

MOBILE NO. : 8108726609.
EMAIL ID : jyotsnamore5994@gmail.com
GENDER : FEMALE.
MARITAL STATUS : MARRIED.
DATE OF BIRTH : 5TH SEPTEMBER 1994.
NATIONALITY : INDIAN.
QUALIFICATION : PASSED S.S.C.,H.S.C., T.Y.BCOM , M.COM.

SR.N O	EXAMINATION PASSED	REMARK	NAME OF BOARD OR UNIVERSITY.	MONTH & YEAR OF EXAM	MEDIUM
1.	M.COM	PASSED	YASHWANTRAO CHAVAN OPEN UNIVERSITY	OCT 2020	ENGLISH
2.	T.Y.BCOM.	PAASED	YASHWANTRAO CHAVAN OPEN UNIVERSITY	MARCH 2016	ENGLISH
3.	H.S.C.	PASSED	MAHARASHTRA STATE BOARD.	FEB. 2013	ENGLISH
4.	S.S.C.	PASSED	MAHARASHTRA STATE BOARD.	MARCH 2011	MARATHI

OTHER QUALIFICATION : 1)BASIC COMPUTER KNOWLEDGE (MS-CIT), TAALY.
ONE YEAR DIPLOMA IN COMPUTER

WORKEXPERIENCE : 2 YEAR (RECEPTION DATA ENTRY)

3 YEARS ACCOUNTING DEPARTMENT.

KEY STRENGTH : 1) READY TO WORK BEYOND OFFICIAL HOURS TO COMPLETE THE GIVEN TASK .
2) ACCOMPLISH THE JOB ON OR BEFORE TIME.
3) GOOD COMMUNICATION SKILLS.
4) VERY OPTIMISTIC ABOUT EVERYTHING AND ALWAYS A POSITIVE ATTITUDE WITH A LOT OF ENERGY.
5) CAPABLE OF WORKING UNDER GOOD AMOUNT OF PRESSURE AND A CO-OPERATIVE TEAM SPIRIT.

LANGUAGEKNOW : MARATHI, ENGLISH, HINDI.

HOBBIES :
▪ PLAYING GAME,
▪ WATCHING T.V.,
▪ LISTING MUSIC,
▪ READING.

DECLARATION

I HEREBY DECLARE THAT ALL THE STATEMENTS MADE IN THE APPLICATION ARE TRUE, COMPLETE & CORRECT TO THE BEST OF MY KNOWLEDGE & BELIEF.

DATE :- / /20

PLACE :- Pune

(JYOTSNA P. PAWAR).