**CURRICULUM VITAE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Mrs. Akshata Govind Birmole.**

 **Radheshyam Chawl, Dhobighat,**

 **Vakola Bridge, Santacruz (E).**

 **Mumbai 400 055.**

 Mobile No.+91 8693065005.

 Email.: akshatag.birmole@gmail.com

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**● Objective :** To do well in life & be an asset to the organization I am associated with. To pursue a career in growth oriented organization, which will reflect my skills andContribute maximum towards Companies growth.

**● WORK EXPERIENCE :**

* **S.C.N Sports Club (Kandivali East) :**

 **Worked with S.C.N Sports Club As an Computer operator from (Mar 2000 – Jan 2002) 2year**

 **Responsibilities include**

 • Maintaining the data in Excel and word.

 • Handling office administration regarding sports.

 • Preparing vouchers & Petty cash handle .

* **Maniar Clinic (Andheri West) :**

 **Worked with Maniar Clinic As an Computer operator from ( Feb 2002 –Nov 2014) 12 years**

 **Responsibilities include**

 • Maintaining the data in excel and Word.

 • Perform general data entry using Microsoft Excel and Word.

 • Contact with internal and external co-ordinators.

 • Preparing Completion report.

* **Kiran Gems Pvt. Ltd. :**

 **Worked with Kiran Gems . As an Computer operator from (Jan 2015 – Till Date) 3 years**

 **Responsibilities include**

 • Maintaining the data in excel and Software.

 • Perform general data entry using Microsoft Excel and Word.

 • Input data into a variety of computer programs with pace and correctness.

 • Answer phones and create notifications in the system.

 • Contact with internal and external co-ordinators.

 • Preparing Completion report.

● **Academic Bachelor in Commerce :**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board / Univ.** | **Year** | **Class** |
| B.com | Mumbai University | March 2003 | Appeared |
| H.S.C  | Maharashtra Board | March 2000 | Second Class |
| S.S.C | Maharashtra Board | March 1998 | First Class |

**● COMPUTER KNOWLEDGE :**

 MS CIT, MS office, Typing speed (30 wpm)

Operating Systems : Excel, Advance Excel,Word, Windows XP, Windows 7, Windows 8.

Software Systems : Kiran Gems Online.

● **PERSONAL DETAILS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth**  : 31st Jan’1983

**Sex**  : Female.

**Marital Status** : Married.

**Languages Known** : English, Hindi, and Marathi

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current CTC** : 15000/-

**Expected CTC** : 18000 tO 20000/-

Notice Period : Minimum 15 Days

PLACE : MUMBAI **Akshata G. Birmole**

DATE : / /