

## Rucha sharang kapsikar

Name : Rucha sharang kapsikar.  
Mob No 8369177739 / 7506119648  
Address vyankatshawar Heights  
Flat no 601 , baner balewadi  
Pune Maharashtra

Email id :rsawadkard@gmail.com

### Career Objective:

*To obtain Job within my chosen field that will challenge me & allow me to use my education , skills , & past experiences in a way that is mutually beneficial to myself & allow for future growth & advancement .*

**Strength : Honesty**

### Certifications:

- Tally ERP 0.9(Expert Tally) passed with 'A 'Grade
- Passed MS-CIT in 2007 with 60%

### 7Skill Set:

- Excellent analytical skills and good team player.
- Ability to grasp new concepts quickly.
- **Microsoft Office:** Word, Excel & PowerPoint

### Academic Profile:

Degree	Year of Passing	University/Board	Class	Institute
M.Com	2018	Mumbai University	1 <sup>st</sup>	Dnyanasadhana College, Thane ( W )
B.Com	2015	Mumbai University	2 <sup>nd</sup>	Dnyanasadhana College, Thane ( W )
H.S.C.	2012	Maharashtra State Board, Mumbai	1 <sup>st</sup>	Dnyanasadhana College, Thane ( W )
S.S.C.	2010	Maharashtra State Board, Mumbai	1 <sup>st</sup>	Dr. Bedekar Vidya Mandir, Thane ( W )

### Personal Information:

Name : Rucha sharang kapsikar.  
Father's Name : Ramesh Laxmanrao Sawadkar.  
Date of Birth : 25th April 1994.  
Gender. : Female  
Marital Status : Married  
Languages known: English, Hindi, Marathi.

### **Total Work Experience:**

**KCV Infrastructures** :- Having 2 years experience – As a back office executive , As well as to manage all office related cash / account work Along with Preparation of Quotations , Bills , Cash Vouchers etc..

**Accenture solutions pvt Ltd** : working as a Transaction processing Representative (24<sup>th</sup> Feb 2020 – 29<sup>th</sup> Oct 2020 ) .

### **Additional Qualifications**

NISM Certified for Module V (A) - Mutual Fund Distributor

### **Hobbies:**

1. **Cooking food**

### **Declaration:**

*I hereby declare that all the information furnished above is true to the best of my knowledge and belief.*

DATE:

PLACE: Pune , Maharashtra

(Rucha sharang Kapsikar )