

Current Address:

Flat No.:16 A Wing, Ragini Vihar Co-Op Hos. Soc.
Dangat Patil Nagar, Sinhgad Road,
Near Vadgaon Bridge,
Vadgaon Bk,
Pune - 411041, Maharashtra
E-Mail: menkaloc@gmail.com

Objective:

Intend to work with supportive, hi-tech, coordinative environment which help me to explore myself fully & realize my potential for growth with many learning opportunities. As well as want to seek a good work experience. Given an opportunity I believe I can utilize my experience and expertise for the betterment of the organization wawand myself too.

Educational Qualifications:

Course/Degree	Name of School /College / University	Year	Performance
MBA	School of Management - NMU - Jalgaon	2016	PASS
M.COM	North Maharashtra University - Jalgaon	2010	54%
B.COM	North Maharashtra University - Jalgaon	2008	56%
H.S.C.	Maharashtra State Board	2005	50%
S.S.C.	Maharashtra State Board	2003	62%

E-Literacy:

- Working Knowledge of M.S Office 2010 (Word, Excel, PowerPoint, Outlook)
- Typing speed 45 wpm
- Working knowledge of Internet

Employment Details:

- Working as a Branch Sales Manager at HDFC Life, Jalgaon (Duration December 2013 to till the date)
- Working as a Financial Consultant at Gurukrupa Association, Jalgaon (Duration January 2013 to December 2013)

Work / Job Profile:

- Versatile experience in the field of Accounts, Auditing, Indian Taxation & Laws via 4 years:
 - Operations Management
 - Process Management
 - Client Relationship Management
 - Sales

- Projects
- Accounting
- **Achievement:**
- Pan India rank 1st in 2015
- Certificate and trophy for achieving annual targets
- MDRT Premier club member 2016

Extra-Curricular Activities:

- Participation in university National Conference in 2013
- Trainee at The Shirpur Peoples Co-Operative Bank Ltd, Jalgaon – Duration 3 months (Loan & Advance Department)

Personal Information:

- Date of Birth : 21st June, 1988
- Nationality : Indian
- Marital Status : Single
- Gender : Female
- Languages Known : Marathi, Hindi & English (Read, Write, Speak)
- Hobbies & Interests : Books Reading, meet new people, listening music
- Permanent Address : Shiv Shakti Apartment, Shiv Colony, Near Maruti Park, Jalgaon – 425001

Undertaking:

I solemnly state that to the best of my knowledge and beliefs, the above mentioned information is true and fair.

Date:

yours faithfully.

Place: Pune

Menka Lokhande