**Resume**

**Tanavi Akhilesh Lanjekar**

OPP IIT main gate Hari Om nagar,

Behind hiranandani hospital Powai,

Mumbai: 400076

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**Objective:-**

To Work In An Organization Of Global Reputed Having A Professional Ambience And Reach At Position Where I Can Challenge Assigning Efficiently.

**Educational Qualification:-**

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| **Course** | **Institution** | **University** | **Year of Passing** |
| T.Y.B.Com | Mumbai University | Mumbai | 2018 |
| H.S.C | Ramanand Arya D.A.V Collage | Mumbai | 2015 |
| S.S.C | Yashwant Chandji Sawant Vidya Mandir | Mumbai | 2013 |

**Work Experience**:-

Worked With Directi Web Services Pvt Ltd as a Zeta Representative as a Operations Executive for 1 year 9 months.

Worked In Edelweiss Housing Finance in the Payroll of Centillion Solutions and Services Pvt Ltd.

Worked In HONESTY STORE in a Account Department Able To Work Bill And Voucher.

**General:-**

Making Commitments That Are Achievable

Keeping Others Up-To-Date

Sharing Complete And Accurate Information

Making Effective Use Of Alternatives For Communication

Supporting Team Decisions

Sharing Knowledge And Opinions With Others

Seeking And Encouraging The Participation Of Other Team Members

Willing To Learn From Others

Taking Responsibility For Correcting Customer Problems Promptly

Being Professional And Helpful When Interfacing With Customers

**Additional Qualification:-**

Basic computer knowledge

Internet

Excel

**PERSONAL INFORMATION :**

**Name** : **Tanavi Akhilesh Lanjekar.**

**Date of Birth**  : 8th Sept, 1997

**Sex** : Female

**Nationality** : Indian

**Marital Status** : Married

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

**Hobbies** : Listening Music,Dance.

Place: Mumbai

Date: **( Tanavi Akhilesh Lanjekar )**