

Resume

Swati Satish Gaikwad

Mahatama Jyotiba Phule Nagar,

I.I.T. Market, Powai :400076

Mobile : 7710931287

E-mail : swatigaikwad2218@gmail.com

PERSONAL DETAILS:

- ◆ Father's Name : Satish Gaikwad
- ◆ Date of Birth : 22nd May 1999
- ◆ Gender : Female
- ◆ Languages Known : English, Marathi, Hindi
- ◆ Marital Status : Unmarried

EDUCATIONAL QUALIFICATION:

Degree	Board	School/College	Marks
Bachelor of Commerce 2017 - 2019	University of Mumbai	Sandesh collage of arts, commerce & science	4.32CGPI
HSC 2015 - 2016	State Board Of Maharashtra	Sandesh collage of arts, commerce & science	56.31%
SSC 2013 - 2014	State Board Of Maharashtra	Amor kor vidyalaya	65.80%

COMPUTER SKILLS:

- ◆ MS Office, Ms-Cit, Adv.Excel and PowerPoint.

INTEREST:

- ◆ Reading Newspaper & Listening Music.

KNOWLEDGE ABOUT:

- Good interpersonal skills
- Determination towards work
- Problem solving
- Typing (English & Marathi 30W PM) skills
- Time Management
- Medical billing that consists Charge Posting .



WORK EXPERIENCE:
SUMMARY

PREVIOUS ORGANISATION : Wonderchef kitchen appliances

Designation : Assistant (Merchandiser)

Duration : 25th Nov. 2019 To 31st Jan 2021

CURRENT ORGANISATION: Health prime service Ltd

Designation : Associate Analyst

CAREER OBJECTIVE:

Duration : 8th Jun 2022 To 7th march 2024

To utilize my knowledge, skills and abilities to being resourceful innovative and flexible in an organization and to help the organization to achieve them goals as well as to achieve my personal goals .

Place: Mumbai

Mahatma jyotiba phule nagar, I.I.T. Market
Powai :400076

(Swati Gaikwad)

