

Curriculum Vitae

NEELAM KHUSHIHAL VISHWAKARMA

106, Midtown Solitaire Ambivali shahad road,

near KDMC ward office (Hanuman Mandir)

Ambivali (w). Pin - 421102

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OBJECTIVE

A suitable position in an environmental organization where I can apply the knowledge and gain practical experience through contributing to the organization growth and development of my personal skill.

EDUCATIONAL QUALIFICATION

Course	University/Board	Institute	Class/percentage
Masters of Commerce (E-Commerce)	Mumbai	B. K. Birla college of Arts, Science & Commerce, Kalyan	A+
Bachelor of Commerce (Financial Management)	Mumbai	B. K. Birla college of Arts, Science & Commerce, Kalyan	Sem VI - SGPI – 7.95
HSC	Maharashtra State Board	Joshi Baugh Hindi, English Jr. College, Kalyan	62.92
SSC	Maharashtra State Board	Bhaskar Hindi English High School	57.09

KEY SKILLS AND ATTRIBUTES

- Very good communication skills.
- Good representative skills.
- Very committed towards the assignment given to me.
- Good management skills.

EXPERIENCE

Company Name :- AARCKINFO

- Office Assistance – (April 2017 to February 2018)
 - Handling incoming calls and other communications.
 - Recording information as needed.
 - Updating Paper work, Maintaining documents.
 - Creating, maintaining, and entering information into Excel.
 - I used to post vacancies on the internet.

OTHER ACTIVITIES

- Alchemy Of Finance (Finance Day) – 18th January, 2019 at B. K. Birla College
- Digital India (National Symposium) – 26th March, 2018 at B. K. Birla College
- Management Control System in Financial Industry (Research Project) – semester VI 2018-19
- I was ranked second in the jump rope competition at my school. The year was 2012 - School name is Bhaskar Hindi, English High School .

COMPUTER SKILLS

- MS-CIT
- Advance Power Point & Word
- HTML
- Basic Computer Knowledge
- Basic knowledge about MySQL

LANGUAGES KNOW

- English, Hindi & Marathi

PERSONAL DETAILS

- **Date of Birth** : 28 – 06 – 1998
- **Nationality** : Indian
- **Marital Status** : Single
- **Permanent Address** : 106, Midtown Solitaire Ambivali
: shahad road, near KDMC ward office
: (Hanuman Mandir) Ambivali (w).
: Pin - 421102
- **Hobbies** : Moral Story

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

Place :- _____

Date :- _____