

DHANASHRI CHINTAMAN SURVAL.

PERSONAL DETAILS:

DOB: 05TH November 1999

ADDRESS: Pitruqhaya Niwas, M.I.D.C Shirgaon, Kulgaon Badlapur (East) Thane, 421503.

MOBILE NO: 7558610301

EMAIL ID: ghanashrisurval99@gmail.com

GENDER: Female

MARITAL STATUS: Single

NATIONALITY: Indian

LANGUAGE PROFICIENCY: English, Marathi, Hindi.

ACADEMIC BACKGROUND:

DEGREE	COLLEGE / SCHOOL	UNIVERSITY / BOARD	YEAR	PERCENTAGE/CGPA /GRADE		
				Sem	Pointer	Grade
B. COM (Accounting & Finance)	K.G. Joshi College of Arts & N.G. Bedekar College of Commerce, Thane	MUMBAI UNIVERSITY	2017-18	I st Sem	9.35	A+
				II nd Sem	8.65	A
			2018-19	III rd Sem	9.35	A+
				IV th Sem	9.70	A+
			2019-20	V th Sem	8.95	A
				VI th Sem	10.00	O
				OVERALL	9.33	A+
HSC	Adarsh Vidya Mandir College, Badlapur	MAHARASHTRA BOARD	2017	83.23%		
SSC	Adarsh Vidya Mandir Badlapur	MAHARASHTRA BOARD	2015	86.80%		

Technical Knowledge:

Ms Office (Ms Word, Ms Excel – Basic & Advance, Ms PowerPoint, MS Outlook)

GCC TBC – English Typing – 30 Wpm

WORK EXPERIENCE:

INSTITUTE'S NAME & LOCATION	PERIOD	WORK PROFILE
VISA COMPUTER INSTITUTE BADLAPUR	05 TH Dec 2017 To 09 TH Dec 2019	Receptionist Cum Counsellor, Data entry operator, Keeping all financial records, Billing, Interacting with Clients.
PATEL RETAIL PVT LTD AMBERNATH	12 TH Mar 2020 To 19 th Sep 2020	Export Purchase Executive Inventory Billing , Payments To Supplier, Follow Up With Clients , Purchase Order, Introducing New Product, Preparing records of order & cost,

HOBBIES:

❖ Playing Chess & Outdoor Games, Cooking food, Dancing

EXTRA CURRICULUM ACTIVITY:

❖ Participated in CHRYSALIS i.e. Management Event of Joshi Bedekar College.

DECLARATION:

I, hereby, declare that the above mentioned information is true to the best of my knowledge and belief.

(DHANASHRI CHINTAMAN SURVAL)