

RESUME

Sarita Dwivedi

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CAREER OBJECTIVE

Seeking a challenging position in the financial department of an organization which allows me to utilize my skills and offers professional growth.

EDUCATION QUALIFICATION

Degree/ Certificate	Institute/ School	Board / University	Year of Passing	Result
MBA (Finance, Marketing)	VNS group of institutions	Barkatullah University Bhopal	2021	79.8%
B.COM (Computer)	Raja Bhoj government college	Barkatullah University Bhopal	2019	65.6%
12th (Commerce)	Govt girls higher secondary school	Mp board	2016	85.6%
10th	Govt girls higher secondary school	Mp board	2014	82.5%

COMPUTER SKILLS

- Diploma in Computer Application.
- Knowledge of Tally.

WORK EXPERIENCE

Worked as Computer Operator in Pankaj Polymers , Mandideep For 6th months

STRENGTH FACTOR

- Strong determination
- Hardworking nature forming conspicuous and consistence regarding my work in my field.
- Punctuality.

PERSONAL DETAILS

- **Father's Name** : Mr. Sukhendra dwivedi.
- **Date of Birth** : 02/06/1998
- **Languages known** : Hindi, English.

- **Permanent Address** : Shantinagar, ward no. – 10 mandideep.
- **Gender** : Female
- **Nationality** : Indian

DECLARATION

I hereby declare that the above Information is true to the best of my knowledge.

Place : Mandideep

Date :

Sarita Dwivedi