

CURRICULUM VITAE

Reshma vishwakarma

ADDRESS:

Room no.9,
Ast vinayak ,
Mahakali shiv Shankar nagar ,
New agripada,
Santa Cruz (E),
Mumbai – 400055.

Mobile No. +919702630599.

Email ID: vishwakarmareshma.2694@gmail.com

Career Objective:

To establish a career in an organization where I can utilize my talents and skill, by working in a challenging and continuously changing environment. Also enhancing the power of decision making to work in the cross function scenario.

Education Qualification.

QUALIFICATION	NAME OF INSTITUTE	YEAR	CLASS
T.Y.B.COM	L.J.N.J.M.M	2014 - 15	SECOND CLASS
H.S.C	L.J.N.J.M.M	2011-12	SECOND CLASS
S.S.C	B.L.RUIA HIGH SCHOOL	2009-10	FIRST CLASS

Professional Qualification

- **Certified Industrial Accountant from ICA Edu skills Pvt ltd.**

Work Experience:

15 April, 2016 to 13 Feb 2020

Company name: **SITEL India Pvt Ltd**

Working as Sr.CSP

Job Profile:

- **Customer Account handling.**
- **Auditing Customers accounts.**
- **Updating the Assignment.**
- **Compilation of file.**

Personal Profile:

- Name : Reshma S. Vishwakarma.
- Father Name : Swaminath C. Vishwakarma.
- Date of birth : 14th July 1994.
- Gender : Female.
- Marital status : Unmarried
- Languages Known : Hindi, English, Marathi.
- Nationality : Indian
- Religion : Hindu

Key Skills:

- Typing Speed 26 wpm.

Other Skills:

- Advance Excel
- Power point 2013
- Microsoft word 2013
- Accounts
- Tally ERP 9
- SAP FICO AND END USER

Strength:

- Self Confidence
- Positive attitude

I hereby declare that the above information are true to the Best of my Knowledge. Hope you consider my resume symmetrically and give me a chance to serve my knowledge and skill.

PLACE: MUMBAI.

DATE:

Reshma s vishwakarma.
