

CURRICULUM VITAE

Name:SHRUTI VINOD VARDAM

Address: H.no 52, Near Deepvihar Primary School, Opp Balaji Temple

Head land sada, vasco goa

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OBJECTIVE:

To succeed in a competitive growing world and earn a job which provides me job satisfaction and myself development and help me achieve personal as well as organizational goals.

STRENGTH AND SKILLS:

- A high level of motivation and adaptability
- Willingness to learn new skills
- Punctual and Honest
- Good communication skills.
- Leadership Quality.

Educational Qualifications :

<i>Examina tion</i>	<i>Month & Year of Passing</i>	<i>Specializati on</i>	<i>Institution</i>	<i>University/ Board</i>
XTH	March 2010		Deepvihar High School	Goa Board
XIITH	March 2012	Commerce	MES College of Higher Secondary School	Goa Board
B.COM	April 2015	Financial Accounting, Auditing and Taxation	MES College of Arts & Commerce	Goa University

ADDITIONAL COURSES & ACHIEVEMENTS

- Tally accounting package(Accounts only) version Tally 9.0
- Diploma in Computer Management And Accounting From Smart Computer Education

Working Experience:

- 6 years work experience in Blue Dart Express Limited As a Sr.Counter Executive/Receptionist

Personal Information :

- Full Name : Shruti Vinod Vardam
- Father's Name : Vinod R Vardam
- Permanent Address : H.no 52, Near deepvihar school, Mormugoa Goa
- Languages Known : English, Konkani, Marathi and Hindi
- Sex : Female
- Date of Birth : 28th October 1994
- Nationality : Indian
- Marital Status : Single

Interest & Activities

- ❖ Traveling
- ❖ Chatting
- ❖ Listening musics

Declaration:

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

DATE:

(SHRUTI VINOD VARDAM)