

CURRICULUM VITAE

Madhura Suhas Hire

B.D.D. Chawl No-17A/22,

Mahatma Phule Road, Naigaon,

Dadar (E), Mumbai - 400014.

Contact Number : - **7304906800**

Email :- **hiremadhura@gmail.com**

➤ **CAREER OBJECTIVE :-**

To ensure challenging position in a growing organization where I would be able to utilize my capabilities to the best extend and in the process and value to the organization and my career.

➤ **ACADEMIC QUALIFICATION:-**

Degree	Institute	Board/ University	Year of Passing	Class
B.Com	Dr. Ambedkar College of Commerce and Economics, Wadala.	MUMBAI UNIVERSITY	March 2018	PASS
H.S.C	Dr. Ambedkar College of Commerce and Economics, Wadala.	MAHARASHTRA STATE BOARD	February 2015	PASS
S.S.C	I.E.S. V.N.Sule Guruji, English Medium, Dadar.	MAHARASHTRA STATE BOARD	March 2013	PASS

➤ **ORGANIZATIONAL EXPERIENCE:-**

1) **KHUSHBOO SCIENTIFIC PVT. LTD., NARIMAN POINT, MUMBAI WORKED AS BACK OFFICE EXECUTIVE (FROM DECEMBER 2022 – FEBRUARY 2024)**

- Fill up Google Forms
- To maintain Purchase Orders in Excel
- Fill up Vendor Registration Forms.
- Administration Work – To order Stationery and any office related work.
- To handle Couriers, letters, Speed Post and maintain Office area

2) **R.K. ASSOCIATES AT FORT, MUMBAI WORKED AS BACK OFFICE EXECUTIVE (FROM OCTOBER-2021 - NOVEMBER 2022)**

- Bank Loan Documents Verification.
- Data entry.

3) **LAW CHAMBERS OF SAHIL MAHAJAN AT FORT, MUMBAI WORKED AS TYPIST AND BACK OFFICE EXECUTIVE (FROM 2018 TO MARCH-2021)**

- Emailing, answering phone calls, data entry.
- Establishing and maintaining files & records for the office.
- To receive and send the courier/postal services and maintain its record.
- Coordinating with the clients to answer all the queries and ensure complete customer satisfaction.

➤ **TECHNICAL SKILLS :-**

- MS-CIT
- English Typing (30 wpm)

➤ **DATE OF BIRTH** :- 14TH FEBRUARY, 1997

➤ **MARITAL STATUS** :- Separated.

➤ **LANGUAGES KNOWN** :- English, Hindi, Marathi.

➤ **INTERESTS** :- Reading books, listening music.

DECLARATION

I hereby declare that the above mentioned information is correct upto my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

DATE :-

PLACE :- MUMBAI

(MADHURA SUHAS HIRE)