

RESUME

PERSONAL DETAILS

Name : SONAL MARUTI JADHAV
Address : C-Wing,202 Pragati Chs,
Kharegaon, Kalwa (W), Thane 400 605
Contact No. : 9619442018
E-Mail : sonaljadhav335@gmail.com
Date of birth : 15th NOV, 1996
Gender : Female
Nationality : India
Marital Status : Single

EDUCATIONAL QUALIFICATION:

EXAM PASSED	BOARD	YEAR OF PASSING	PERCENTAGE
S.S.C	Mumbai	March 2012	75.64
H.S.C	Mumbai	Feb 2014	68.15
T.Y. Bcom	Mumbai	March 2017	58.64
M.Com Part 1	Mumbai	2018	50.00
M.Com Part 2	Mumbai	2019	50.00

Computer Knowledge : 1. MS-CIT Exam Passed,
2. Master Diploma In Software Programming
Tally ERP 9, Microsoft office
Languages Known : English, Hindi & Marathi
Hobbies : Dancing and Traveling

Work Experience

- : 1. Worked as 'Accountant' for 'Y. S. Prasade & LLP' from 01/01/2018 to 15/04/2018
(Operating tally, Preparing in bank statements, Maintain data in excel file, also creating ITR)
2. Worked as 'Back Office Executive' for 'Plus Business Infotect Pvt Ltd' From 02/01/2019 to 15/04/2020
(Operating Computer and Internet, receiving and replying emails, answering phone calls Maintain all data entry on daily basis with MS Excel.)
3. Work as 'Back Office Executive' for 'Mec Elec Industrial Services Pvt. Ltd.' From 05/11/2020 to till now
(Operating computer, Maintain data in Excel with Vlookup, pivot, Update client data in company software)

Place

: Thane

(**Sonal Maruti Jadhav**)