

RESUME

Personal Details:-

Name : Ankita Ashok Patkare
Address : Shivsagar Chawl Committee No:-1, Chawl No:- 4,
Tanaji Nagar, Kurar Village, Malad (East),
Mumbai – 400 097.
Contact No. : 7506747931.
E-mail id : ankitapatkare98@gmail.com.
Date of Birth : 14th Oct 1998.
Marital Status : Unmarried.
Hobbies : Listening Music and Drawing.

Objective:-

To work sincerely for the organization with all my knowledge and skills reach of the high.

Educational Qualifications :-

<u>Year</u>	<u>College /University Name</u>	<u>Degree</u>	<u>Percentages</u>
2014	Jijamata Vidya Mandir	S.S.C	72.20%
2016	Bhavan's College,(Andheri)	H.S.C	63.38%
2020	Bhavan's College,(Andheri)	T.Y.Bcom	65.67%

Computer Knowledge:-

1. MS – CIT.
2. English & Marathi Typing 30 wpm.
3. Advance Excel
4. Tally ERP9

Experience:-

- High Court Advocate under the worked.
 - Designation : Affidavit, Stamp paper work format Typing.
 - Period : From January 2018 to March 2019 (For One Hour only).

- Worked at The Times of India.
 - Designation : Data Entry Operator Work in Sap Software and Excel Sheet. (RMD Department).
 - Period : Form January 2018 to March 2020.

- Worked at The SantMirabai Government Girls Hostel.
 - Designation : All work in back office. (Marathi typing and English typing)
 - Period : Form April 2021 to July 2021.

Key Strengths:-

- Keep Learner, Ability of face sudden Challenges.
- Ambient, Hardworking and Committed to Excellence.

Declaration:-

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

Place :- Mumbai.

Date :-

Ankita Ashok Patkare

