**CURRICULUM VITAE**

**Kavita Rathod**

**Address: -** Tony Apartments Sector –

20 CBD Belapur Goan,

Navi Mumbai – 400614

**Mobile No: -** 9967082959

**Email ID: -** Kr127941@gmail.com

**CAREER OBJECTIVE:-**

To work for an organization where I can apply my academic skills and expertise while contributing to the organization’s growth and success.

**WORK EXPERIENCE:-**

* Banke Teller
* Fino Payments Banke, Juinagar as Customer Service Officer

(30/01/2023 to till date )

* Handling Branch Banking Services
* Cash Handling
* Handling Sales Related Target
* Handling Branch Operation
* To Deal with Account opening of employee & related issue
* MIS Report
* Sales Executive
* Ansh Gems Jewellers 2018 – 2021
* Providing Customer Service
* Assisted with Inventory Management to ensure store appearance.

**EDUCATION QUALIFICATIONS:-**

* SECONDARY SCHOOL

Vidhya Prasarsk High School, CBD Belapur, Mumbai Board

2017

* BACHELOR OF COMMERCE

N.R.Bhagat College, Nerul Mumbai University

2017 – 2020

 **CERTIFICATION:-**

* MS Office
* Advance Excel
* Tally
* GST
* English Typing

 **SKILLS:-**

* Hardworking
* Customer Service
* Team Work
* Data Entry
* Friendly Approach
* Problem Solving

**PERSONAL INFORMATION:-**

* Date of Birth : 28/11/1998
* Nationality : Indian
* Gender : Female
* Marriage Status : Unmarried
* Languages Known : Marathi, English, Hindi

 **DECLARATION:-**

 I hereby declare that every information is true and I am solely responsible for its authenticity.

Date…………………..

Place…………………. **(KAVITA RATHOD)**