

Resume

Sonali Barde

192 Maharana pratap nagar, near water tank, indore: 452015

Mob. – 9131023114

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CAREER OBJECTIVE:-

To be a part of an aggressive organization where I can utilize gained knowledge and skills for the growth of organization as well as for my personal development.

EXPERIENCE PROFILE:-

- ❖ 4 years exp. Of teaching in higher secondary school.
- ❖ 1 year exp. Of telecom company of MPHASIS PVT. LTD.
- ❖ 1 year exp. Of SAHAJ HOSPITAL as post of receptionist com report typist and computer operator.
- ❖ 2 years exp. Of teaching at Rajeev Gandhi computer shaksharta mission, AMAN COMPUTERS as faculty from 01 Oct, 2010 to Sep. 2012.
- ❖ Now I'm working with Rushfire Engineers as sales, AGM cum Sr. accountant from Sep.2012 to till date.

TECHNICAL SKILLS:-

- ❖ Having good knowledge of computer.
- ❖ MS Office, tally7.2 & 9.0, V.B., C,C++ , DTP, FOXPRO,
- ❖ Internet,

STRENGTHS:-

- ❖ Hardworking.
- ❖ Responsibility to handle work.

EDUCATION PROFILE:-

- ❖ 10th from M.P. board, Bhopal.
- ❖ 12th from M.P. board, Bhopal.
- ❖ B.COM. from D.A.V.V.INDORE.
- ❖ M.COM. from D.A.V.V. INDORE.

OTHER QUALIFICATION:-

- ❖ PGDCA from R.G.C.S.M. INDORE.
- ❖ Diploma in manual and computerized accounting from IGNOU.

PERSONAL PROFILE:-

Date of birth : - 05-JULY-1988
Father's name : - MR. MADHUKAR PATANKER
Marital status : - Unmarried
Hobbies : - listening song,
Language known : - Hindi, English & Marathi
Gender : - Female

DECLARATION:-

- ❖ All the above mentioned details are true to best of my knowledge and reference can be provided if needed.

Date:-

Place:-Indore

(Sonali Barde)