

RESUME

Name : Surabhi M. Sawalkar
Address : At post Pala, Tq. Morshi, Amravati, 444905.
Mobile No. : 9673220289
Email ID : surabhimanekar18@gmail.com

Career Objective:

Seeking an opportunity to work as an Office Assistant where I can utilize and improve my skills for the benefit and growth of the organisation.

Qualification:

Examination	Board/university	Year of passing	Percentage
B.Com.	RTM Nagpur University	2018	55.50%
H.S.C	Maharashtra State Board	2015	68.77%
S.S.C	Maharashtra State Board	2013	61.64%

Other Skills:

- MS-Office
- Tally

Work Experience:

- Data Entry Operator and Telecaller at Matrimonial Office (1 Year)
- Cashier at Cafe (1 Year)

Personal Details:

Name : Surabhi M. Sawalkar
Husband's Name : Mahendra R. Sawalkar
Date of Birth : 18-10-1997
Marital Status : Married
Language Known : English, Hindi, Marathi
Nationality : Indian
Gender : Female
Hobbies : Listening Songs, Watching Movies

Declaration: -

I hereby declare that all the above information is true to the best of my knowledge and belief.

Place : Morshi

Date : **Surabhi M. Sawalkar**