

Resume

Gursheetal Kaur Munde

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Mumbai: 400082.

Objective:

- To obtain a challenging position in corporate ambiance contribute towards the prosperity of society together with career progression in venerated organization.
- To achieve self-objectives on the basis of aptitude, potential, hard work and contribution in an organization that recognizes and rewards the values, attitude, and commitment.

Current Career Objective:

To accomplish career in the industry and offer best efforts and devotion to prove myself worthy for the organization by achieving the goals assigned in a timely manner

Work Experience:

Aug 2018 to present with Singh Engineering Works

- Data entry operator.
- Handle Paper work (Quotation/Invoicing/E-way Bills)

Jan 2012 till to Jan 2013 - Indian Navy (Indian Naval Ships Maintenance Authority)

- Data entry operator.
- Maintenance/upkeep and updating of records in SFD section.
- Office automation and admin correspondence with Naval organizations/external agencies.

Jul 2011 to Jan 2012 - Indian Navy (Fleet Maintenance Unit)

- Supervisor of conservancy staff
- Data entry operator in the Maintenance Department

Jan 2011 to Jun 2011 - HDFC Bank, Thane

- Consultancy and sales executive

PERSONAL STRENGTHS

- Experienced to work in a time constrained and disciplined environment.
- Capable to lead and execute team.
- Commanding knack to learn, grasp and adopt new technology/procedures.
- Personnel leadership and management.

- Exceptionally good skills in problem analyzing, communicating, and motivating.
- Proficiency in Computer Applications & MS Office
- Ability to work under pressure

Educational Qualification:

Degree	University/Board	Year of passing
Bachelor of Arts (Economics)	Mumbai	2010
H.S.C.	Mumbai	2007
S.S.C.	Mumbai	2005

Other Certification / Professional Courses

- Diploma in Computer Applications - 2008
- 2nd retail management course from Sterlite Foundation – 2008
- IRDA examination as an Insurance Consultant for Reliance - 2008
- Advance Excel - 2017

Personal Details:

Date of Birth : 27th Oct 1989

Marital Status : Married

Languages known : English, Hindi, Marathi, Punjabi

Extra-Curricular Activities : Dance, Reading, Singing, Zumba

Place : Mumbai.

Date : ____/____/____

GURSHEETAL KAUR MUNDE