**CURRICULUM VITAE**

 **Carrier Objective :**

**Richa Shinde**

**Email**

Richashinde7@gmail.com

**Present Address**

B-1, 11/12, Sudama Nagar,

Indore - 452009(M.P.)

**Contact No.:**

+91-6260162947,0731-4247143

**Personal Data :**

 Date of Birth : 07/12/1996

Sex : Female

Nationality : Indian

Marital Status : Unmarried

Languages : English, Hindi,

 Marathi

 **To serve the organization with full capacity and honesty with knowledge acquired by me in my academic and job career**. **Strength :**

* **Willing to learn new skills.**
* **A protective, Positive Attitude.**
* **Excellent communication skills.**
* **Discipline, Punctual and able to work under pressure.**
* **Enthusiastic, Ambitious, Tactful.**
* **Accept challenges**.

**Educational Qualification :**

* **Completed Executive Module I. company secretary (icsi)**
* **B.Com. from shri vaishnav institute of commerce.**
* **Pursuing PGDCA from aisect (makhanlal chaturvedi university)**
* **Pursuing LLB from indore institute of law , indore M.P**

**IT Skills :**

* **MS Word**
* **Ms Excel**
* **Power Point**
* **Mailing**
* **Internet Browsing**

**Work Experience:**

* **Worked as sales executive in shaanti devbuild private limited for the period from 10/11/2017 to 10/05/2018.**

 **Area of Interest :**

* **Back Office**
* **Front Office**
* **Manual Accounts Handling**
* **Content writing**

 **Family Profile :**

 **Father’s Name : Mr. Vijayant Shinde**

**Mother’s Name : Mrs.Chitra Shinde**

**Declaration :**

 **I hereby declare that all the details furnished above are true to the best of my knowledge.**

**Date :**

**Place : INDORE**

 **RICHA SHINDE**