

# ASHWINI A.REDKAR

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Mumbai - 400 051.  
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## PROFESSIONAL OBJECTIVE

Prove to be an asset by playing a major role in the prosperity of the organization and growth of oneself. Always strive to very best to evaluate success in order co- live up to the standards set management

## SUMMARY

➤ **Total Experience** : 1 Since 2005 to 2009 Worked Chopra Engineering Class as a Accountant .  
2 Since for a 6 Months Worked B.K.C as a Cashier .

### EIGHTON INDIA PRIVATE LTD

2018)

Other Construction  
Executive.

hours

updating

3 Since for a 2 Months Worked B.K.C As a CRE

4 L

(February 2018 to - September  
Working as a Building and  
Works (BOCW) Compliance Ex-

My role was to -

A) Joining to Registration of la-

B) Muster roll management

C) Wages book updating

D) Damage and Loss Book

E) Attendance Registration and

➤ **Other Knowledge and Activities**

: **Basic Computer Application**

➤ MS – Word, MS – Excel, Ms – Power Point,  
MS – Outlook.

### Accounting Package

- Tally ERP 9.0 (VERSION 4.91)
- Business Accounting & Quick Books
- Internet Surfing Browsing

### EDUCATION

Qualification	Board / University	Year of Passing
T.Y.B. COM	YASHWANTRAO CHAWAN UNIVESITY	2016 - 2017 ( Passed)
Higher Secondary School (H.S.C)	Pandit Jawaharlal Nehru College, Pune Board	2004 - 2005 ( Passed)
Secondary School (S.S.C)	St. Teresa Girls High School Pune, Maharashtra Board	2000-2003 (Passed )

### STRENGTHS

- Excellent verbal and written communication skills.
- Quike learner & Dedicated and smart success.
- Sincere, honest, committed and smart Working.
- Developed Good Interpersonal & Teaching Skills.
- Ability to accept and adapt to Changing environment.

### PERSONAL INFORMATION

- **Name** : ASHWINI A . REDKAR
- **Date of Birth** : 25<sup>TH</sup> June, 1987.
- **Gender** : Female.
- **Languages Known** : English, Hindi & Marathi
- **Nationality** : Indian.
- **Hobbies** : Dancing, Connecting People, Traveling
- **Contact No** : 8450922431
- **Email ID** : ashwiniredkar25@gmail.com

**I hereby declare that the above given data is true and correct according to the best knowledge and belief.**

**Place : Mumbai.**

**Date** : \_\_\_\_\_

**(ASHWINI A. REDKAR)**