

# CURRICULUM VITAE

ARCHANA SHIVAJI SANDBHOR

At post- Rakshewadi

Tal-Khed

Dist-Pune 410505

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## CAREER OBJECTIVE: -

To pursue a challenging & Growth Oriented Career in an organization that offers opportunities to learn & grow by delivering the result.

## PERSONALITY TRAITS: -

- Good Analytical & Problem solving skills
- Have a quality for adopting new concepts of studies as well as responsibilities
- Ability to quickly grasp new concepts

## STRENGTHS: -

- Honest
- Hardworking
- Self Confident

## EDUCATIONAL QUALIFICATION: -

- Master of Commerce( MCOM ) from pune University with an aggregate of 79.69 % in the year 2022
- Master of Business Administration (MBA)From pune University with an aggregate of 58% in the year 2016
- Bachelor of Business Administration (BBA) from Pune University with an aggregate of 60.67% in the year 2014.
- HSC from Residential jr College, Ahmednagar with an aggregate of 66.67% in the year 2011.
- SSC from S.A.V School Kedgaon Ahmednagar with an aggregate of 63.84 % in the year 2009.

## TECHNICAL SKILLS: -

- Well versed with MS-Office
- Tally
- Typing
- MSCIT

**WORK EXPERIENCE:** -

- Working as a Process Associate in TCS (Lum-sum)2014-2015 .
- Working as a Process Associate in WIPRO (Telstra) 2015-2017
- Working in HRM College As a Asst Prof. 2017-2022

**RESPONSIBILITIES HANDLED AS AN EMPLOYEE:** -

- Worked as an internal reviewer
- Always worked towards customer satisfaction by delivering what they needed, on time
- Always worked for extra hours whenever needed
- Effectively interfacing with people at all levels, managing healthy work

**PERSONALITY DETAILS:** -

**Date of Birth** : 09<sup>th</sup> Sept 1993  
**Nationality** : Indian  
**Languages Known** : English & Hindi & Marathi  
**Hobbies** : Cooking  
**Address** : At post-Rakshewadi  
Tal-khed Dist-Pune

**DECLARATION:** -

I hereby declare that the above mentioned information is correct to the best of my knowledge.

Date  
Place:

(Archana Sandbhor)

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