

## Resume

**Name:** - Madhuri Arun Sanas

**Email ID:** - [chavanmadhuri06@gmail.com](mailto:chavanmadhuri06@gmail.com)

**Contact number:** - 7058510204

### Experience:

#### ❖ Sahyadri Computers Class (2019 -2020)

- **Work** -Teaching MSCIT and other basic courses
- **Role** -Assistant Teacher
- **Address**- Sajjangad Apartment, Samarth Mandir, Satara.

#### ❖ TDFM Infrastructure Pvt Ltd (2021-2023)

- **Role** - Back Office Executive
- **Work** - Invoice (Excel), Mail Process.
- **Address** - Sambhaji Nagar Satara.

#### ❖ Perfect House Pvt.Ltd. (2024-Current )

- **Role** –Quality Executive
- **Work** –Quality inspection report,Prepare inspection report,photo & dim report,fabrication & control report,also working on back office activities .prepare bill of material for design team,purchase summary ,prepare formulation sheet & costing sheet,working on dispatch.leading the 5S orgenation guide the team.
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- **Address** – J-10, New MIDC Satara.

### Objective:

- I am quick learner, a good team player also willing to work, learn & accept new challenges. I want to make a Carrier in ‘Banking & Finance’.
- To utilize my technical and managerial knowledge and skills to perform to the best of my ability.

### Academic Qualification:

Year	Degree	Institution / University	Class
Mar-2017	Diploma In Finance and Account	IIFA – Pune	‘B” Grade
Mar- 2016	B.Com	Mumbai University	2nd Class
Feb – 2012	HSC	Mumbai Board (Chetana Collage)	2 <sup>nd</sup> Class
Mar – 2010	SSC	Mumbai Board (Shramik Vidyalaya)	1 <sup>st</sup> Class

**Computer Knowledge:**

- MS-Office –Advance Excel, Word, & PowerPoint. MS-CIT
- Proficient in the use of Internet.
- Tally ERP- 9

**Personal Information:-**

Date of Birth	06/12/1993
Gender	Female
Permanent Address	At/Po Jakatwadi Tal & Dist Satara Pin 415002
Areas of interest	Rural /Urban Development
Language Proficiency	English, Hindi, Marathi
Hobbies	TV Watching, Listening Song, Cooking etc.

**Declaration:**

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

Place :- Satara

Thank and Regards

Date :-

Madhuri Sanas