

RESUME

LEENA DEEPAK KADAM

Neel Udyaan, B-102,
Sector- 3E, Plot no-19,
Kalamboli, Navi Mumbai- 410218
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Objective:

It's my desire to work with an organisation/ institute, which can help me to grow professionally as well as on personal front along with the growth of the organisation/institute.

Key Skills:

- Ability to provide excellent customer service.
- Able to handle Email process.
- Can work under stressed condition.

Personality Traits:

- Good communication and interpersonal skills.
- Ability to work in team as well as individual.
- Good analytical skills.
- Positive thinking, hard working and smart working ability.
- Multitasking.

Technical Knowledge:

- MS Office (MS-Word, MS-Power point, MS-Excel)
- Working on internet.

Experience:

- Working with IDFC FIRST BANK has Customer Associate in Assets Department from November 2019 till present.

Academic Record:

- Post Graduate (MBA-PGDM IN FINANCE) Welinkar Institute Of Management.
- Post Graduate (M.Com) Pillai College of Arts, Commerce, Science.
- Graduate (B.com) Pillai College of Arts, Commerce, Science.
- H.S.C (Commerce) Mahatma Education Society.
- S.S.C St.Joseph's high School.

Projects:

- M.com-Project

Study of process costing for Raymond textiles industry.

Study of working capital management of hindalco industry.

- MBA Project

Study of analysis of financial statement of State Bank of India.

Hobbies & Interests:

- Listening music.
- Reading books.

Personal Profile:

Date of Birth: 25th December 1995

Marital Status: Single

Languages Known: English, Hindi, Marathi.

Declaration:

I hereby declare that above information furnished is true to the best of my knowledge.

Signature :

LEENA KADAM

Date :