

§ **Curriculum Vitae** §

ANUSHKA VISHWANATH MEDHEKAR

B/16, Shree Gavdevi Krupa, Shree Gavdevi Complex, Jijai Nagar, Gograswadi, Dombivali East, Thane
– 421201

Contact Details

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Personal Information

Husband Name : Vishwanath D. Medhekar
Date of Birth : 2nd Dec, 1986
Marital Status : Married
Nationality : Indian
Languages : Marathi, Hindi, English
Hobbies : Painting & Listening Music

Professional Objective

Seeking challenging job in the industry and integrate my technical, analytical skills with growth of company

Education Qualification

SSC : Second Class from Maharashtra Board in March 2002
HSC : Second Class from Maharashtra Board in March 2004
TYBcom : Second Class from Mumbai University in March 2007

Skills Summary

Operating System : Windows 98, windows 2000
Software : MSCIT, Tally 7.2 & 9

Professional experience

Organization Details:

Company Name : Chandresh Cables Ltd.
(Cables & Wires Manufacturing Co.)
Working Period : 2 Years
Designation : Office Assistant

Main Responsibility:

- Enquires Quote
- Making Purchase Orders
- Making Bills
- Stock Update
- Handling Accounts
- Payment Follow-Up
- “C” Form & “H” Form Follow-Up (regarding Sale Tax)

Professional experience

Organization Details:

Company Name : Shriman Electrical Associates Pvt. Ltd.
(Polycab / KEI Cables & Wires, LNT Switchgear, Crompton
Motor /Fittings, Siemens Switchgear Dealers)

Working Period : 1 Year

Designation : Office Assistant

Main Responsibility:

- Enquires Quote in Tradennex System
- Enquires Follow-Up
- Making Bills & Purchase Order

Professional experience

Organization Details:

Company Name : Shivam Tech Switchgear

Working Period : 1 Year

Designation : Office Assistant

Main Responsibility:

- Enquires quotes in tradenet system
- Enquires & Payment follow-up
- Making Bills, Purchase order & Sales order

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

Place: Mumbai

Date:

Yours Sincerely

(Anushka Vishwanath Medhekar)