

RESUME

Name - Srikanya Mule

Email – srikanyamule03@gmail.com Contact - +91 7744008109

Career Objective

To make contribution in the Organization with best of my ability and develop new skills during the interaction to achieve new heights.

Education

Course / degree	Board / University	Grade / Score	Passing Year
B. Com	Dr. Babasaheb Ambedkar University	Pursuing	2025
12 th	HSC Board	67.17 %	2022
10 th	SSC Board	75.60%	2020

Certification

- MS-CIT
- Excel
- Tally ERP 9

Experience :

- I have 9 months of experience in data analysis and teaching of MSCIT students along with supporting admin role.
- I have good exposure on tally, Purchase order, sales order, inventory management, TDS, GST, invoice management including resolve old invoices which are stuck due to incorrect order details.
- I have good exposure on excel, including VLOOKUP, aggregate functions, data analysis, maintain up to data in excel.

Current Address :

S.N 15/2, Vankatesh Lake Orchid Soci, Flat no 108, A wing, Ambegaon Budruk, Pune 411046