

Snehal Pranav Mutha

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Katraj, Pune

OBJECTIVE

Dedicated and detail-oriented M.Com graduate seeking an entry-level position to utilize my knowledge of commerce, accounting, and financial management while contributing to the growth and success of the organization. Fluent in English, Hindi, and Marathi, with a strong ability to adapt and learn in dynamic environments.

EXPERIENCE

- • Fresher

EDUCATION

- | | |
|------|--|
| 2018 | <ul style="list-style-type: none">• Master's in Commerce (Mcom)
Savitribai Phule Pune University
50 |
| 2016 | <ul style="list-style-type: none">• Bachelor's in Commerce (Bcom)
C.D.Jain College of Commerce, Shrirampur
60 |
| 2013 | <ul style="list-style-type: none">• HSC
C.D.Jain College of Commerce, Shrirampur
72 |
| 2011 | <ul style="list-style-type: none">• SSC
B.R.K.K. Vidyalaya, Shrirampur
81.27 |

SKILLS

Communication Skills : Strong written and verbal communication skills in English, Hindi and Marathi.

80%

Interpersonal Skills : Excellent at building and maintaining professional relationships.

80%

Attention to detail : Accuracy in maintaining records, documents processing and administrative tasks.

80%

Time Management : Efficient at managing time and meeting deadlines.

80%

Problem solving Skills : Ability to analyze problems and identify solutions.

80%

Adaptability and learning attitude
: Open to learning new tools,
techniques, and processes. Ability
to adapt to different work
environments or situations.

80%

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LANGUAGES

- English
- Hindi
- Marathi