

Name – Susmita Suresh Divati

Address: A/P kasaba Nool

Tal -Gadhinglaj Dist – Kolhapur Pin Code- 416551

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CAREER OBJECTIVE

To work with an organization where I can learn new skills and increase my abilities for the organizational goals as well as myself.

EDUCATION

Degree/Course	Institute/ Board	University/Board	Percentage/ CGPA	Year of Passing
M.B.A	Ashokrao Mane Group Of Institutions Vathar.	Shivaji University, Kolhapur.	71.42%	2023
B.B.A	Shivraj College Gadhinglaj	Shivaji University, Kolhapur.	67.9%	2021
HSC	Jr. College Nool.	Maharashtra State Board, Pune	70.15%	2018
SSC	New English School Nool.	Maharashtra State Board, Pune	75.60%	2016

PROJECT

Final year project on “Finance: Cost Reduction and Cost Control ”

EXPERIENCE

Designation- Account Executive

Duration-6 months (21st March 2024 to till date)

Company – Qspiders Jspiders (A unit of Test Yantra software solutions Private limited)

Roles and Responsibilities

- Reviewing the account on daily basis
- Providing the client support
- Coordinating with candidates payment
- Maintaining petty cash account on daily basis

EXTRA CURRICULAR & CO-CURRICULAR ACTIVITIES

Participated in Poster Presentation to achieve ‘Winner’

SKILLS

IT Skills	:	MSCIT
Technical Skills	:	Typing 40, Tally.
Extra Course	:	BPO (Business Process Outsourcing)

OTHER SKILLS

- Good communications skills
- Hard and Smart Working
- Honest and Punctual
- Positive attitude towards work
- Self-disciplined, self- confident and hard working
- Travelling, Dancing

PERSONAL DETAILS

Date of Birth	:	16/12/1999
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Unmarried
Languages Known	:	English, Hindi, Marathi & kannada

DECLARATION

I hereby declare that information given above is correct and true to the best of my knowledge & belief.

Place: Gadhinglaj
Date:

(Susmita Suresh Divati)