## CURRICULUM VITAE

Name  **: KHUSHBOO.H.SODI**

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CAREER OBJECTIVE:

To adopt my self to the job requirement and available working condition

**CURRENT STATUS:**

Currently pursuing Assit prof .of Institute of I.C.S College, Khed.

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Name of the**  **University** | **Month/year of**  **passing** | **Name of school/ college** | **Class** |
| **MSC.CS** | **Mumbai** | **Nov 2014-16** | **DBJ College CHIPLUN** | **First Class** |
| **T.Y.B.SC** | **Mumbai** | **JULY 2013-14** | **I.C.S College Khed** | **First Class** |
| **HSC** | **Kolhapur** | **May-2010-11** | **L.T.T English Medium School Khed** | **FIRST**  **Class** |
| **SSC** | **Kolhapur** | **Feb-2009-10** | **L.P English High School khed** | **First Class** |

**TECHNICAL SKILLS:**

1) OS,IOT,C++,JAVA,PYTHON,VB.NET

2) Completed course of CCC

**PROJECTS:**

* HOSPITAL MANAGEMENT SYSTEM

**JOB RESPONSIBILITY IN ACETONE PAINTS INDUSTRY:**

* Co-ordinate manages office work & maintains accounts on tally.
* Office Correspondence, E-mails, filing work, indexing documents and internet communications, including large mail outs type letters, reports
* Greet visitors and answer telephone calls...
* Cheques/ cash collection.
* Preparing of report of excess Throughput.
* Coordinate with the costumers on daily basis.

**ACHIEVEMENTS:**

* Participated in NSS Activities in I.C.S College khed
* Participated in Maharashtra National language conferences Pune & have received second rank in 2005 and again in same activities I have received third rank in 2004.
* I have achived trophy in scholarship exam with seventh rank
* Participated in Management Utsfurt 2013 event In VSMSIBM college khed and I have achived second rank in Subhasta Group
* Participated in MCC activities & I have achived with B Gread

**PERSONAL DETAILS:**

**Gender:** Female

**DOB:** 12 -SEP-1992

**Language:** Hindi,Punjabi, Marathi, English

**Status:** single

**Nationality:** Indian

**Religion:** Sikh

**Hobbies:**  Playing indoor games,

**PERSONAL SKILLS:**

* Ability to handle extreme situation
* Possess good communication skill; presentation skills and listening skill
* Good team work

**BEHAVIROUAL STRENGTH:**

* I can change myself according to the environment**.,** team player

**BEHAVIROUAL WEAKNESS:**

Each & every person has some weakness. I also have a weakness **little** bit of fear to start any work but I can overcome this fear by motivating myself.

**DECLARATION**

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

**Date : / /**

**Place :**