

CIRRICULUM-VITAE

MISS.KARINA DIPAK PATIL

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Address: Room No. A/102, Hari Ganga Apartment, Opp. Siddha take Phoolpada Rd,
Virar East Dist Palghar – 401305

Career Objective:

To pursue a challenging and growth-oriented career in an organization that offers opportunities to learn & grow by delivering the results.

Education and Professional Qualification:

Academic Qualification	University/Board	Year
T.Y.B.COM	Shri Taraimai Vartak College – Virar (East)	2025 (Result Awaited)
H.S.C	Shri Tiramani Vartak College – Virar (East)	2022
S.S.C	Loads School & Junior College of Maharashtra	2020

Work from Home Experience:

- Tally data entry operator in Shreeji Agency (Proprotors Firm)
- from April-2022 to February 2023

Current Work Experience:

: Tally data entry operator in E Serve Tax Consulting Services- (CA Firm)
From May'2023 to till date
: All accounting transaction

Computer Proficiency:

- Working knowledge of windows7, XP
- **Office Package:** Working knowledge of MS Excel, MS Word, and MS PowerPoint.
Tally ERP & Tally Prime.

Personality Traits:

- **Hobbies:** Internet Surfing, Drawing, Painting, Music
- **Qualities:** Disciplined, Honest and Smart Working, Quick learner

Strengths:

- Honest and hard working
- Positive and optimistic attitude
- Accept Challenges' and passion to succeed.
- Capable to work in teams

Personal Details:

Date of Birth : 17th OCTOBER 2003
Marital Status : Unmarried
Language Known : Marathi, Hindi, English

Declaration:

I hereby declare that the above-mentioned details are true to the best of my knowledge and I bear the responsibility of the correctness of the above-mentioned particulars.

Date:

Place: Virar

(KARINA DIPAK PATIL)