

Ketki A. Bondre**Mobile:**

07798763596

E-mail id:

Ketkibondre07@gmail.com

Date of Birth :7th January, 1993**Languages known :**

English, Hindi, Marathi

Address for Communication :**1042/ F , Plot No 70 Mhada Coloney
Sulochana Park Kolhapur.
Pin - 416012****Hobbies :**

- Listening to Soft Music;
- Traveling, making friends and interacting with people from different backgrounds.

Objective and Career Goal :

To work for the organization to the best of my knowledge and ability from where the organization could benefit from my services and provide me with knowledge that are professionally important to me.

Working Experience :

- National College - Admin Department-1 Experience
- Global Manpower - 2 Years Experience
- RND Executive & HR Admin with 2 years Experience in Blue star company Thane.

Academic Qualifications :

Examination	Passed In	Class	Board/ University
T.Y. B.com	VI semester Cleared (2014)	2nd Class	K.B. College of Commerce & Arts.
H.S.C	2011	2nd Class	K.B. College of Commerce & Arts.
S.S.C	2009	1st Class	Shiv Samarth Vidyalay.
<i>Pursuing M.Com</i>	<i>2016</i>	Appear	K.B. College of Commerce & Arts.
<i>Pursuing MBA in HR</i>	<i>2016</i>	Appear	<i>Welingkr Institute</i>

Work Toward Social Responsibility :

- Participation in social Activities on particular days in a year.
- Visiting to Ashram's and interacting with People and children's over there.

Key strengths :

- Ability to build interpersonal relationships
- Positive mindset
- High degree of self motivation
- Team work Spirit
- Adaptable
- Inquisitive
- Rapid Learning Capability

IT Skills :

- IT certificates in Office 97, 2000, XP, 2003, 2007 – especially Word, Excel, and Power point presentation.
- Knowledge of Accounting Packages like Tally 7.2, 9.
- English Typing Speed 30 & 40.
- Marathi Typing Speed 30.

Other Personal Details :

Nationality : Indian
Marital Status : Married
Religion : Hindu

Declaration :

I hereby declare that the particulars furnished above are true, correct and complete to the best of my knowledge and belief, and I bear the responsibility for the correctness of the above mentioned particulars.

Place : KOLHAPUR

Date:

(Ketki A. Bondre)

