

SHRADDHA MASRAM

ABOUT ME

with three years of experience
in organising presentations,
preparing reports and
maintaining the utmost
confidentiality

CONTACT

+91 9158920356

Sraddha.masram@gmail
.com

SKILLS

Communication &
Interpersonal Skills
Basic Computer
Knowledge
Preparing & maintaining Reports
Time Management

LANGUAGE

Hindi Marathi

English



• WORK EXPERIENCE

COMPUTER OPERATOR

***Salasar Alloy & Steels Pvt Ltd
Butibori Nagpur***

Other Course • ERP Operations

- Creating Reports for stocks in Godown
- Handles
- Internal Operations
- packaging and Dispatch

COMPUTER OPERATOR

Akshay NetCafe Butibori

- Data Entry
- Online forms
- Computer Jobwork.
- Xerox

Daffodil Engravers Pvt Ltd Butibori Nagpur

- Spreadsheet work Handled
- Attendance report maintain
- Checklist work maintain

EDUCATION HISTORY

B.Com 2022

RTMNU

Yashoda Girls Arts & Commerce college
Nagpur

Other Course

- MSCIT
- Tally ERP9



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