**Curriculum Vitae**



**SUDHA PATKAR**

**Call** : +91 9340696957,+919589076606

**Email** : Sudha.patkar12@gmail.com

**Education**

* **PGDCA 2016/17**

 Makhanalal chaturvedi university Bhopal completed with 67%

* **Bachelor degree 2012/15**

 APS university - B.com Economics completed with 53%

* **Higher secondary 12th 2012**

 M.P. Board Bhopal successfully completed with 59%

* **Secondary school 10th 2010**

 M.P. Board Bhopal successfully completed with 60%

**Experience**

* **June 2018 present** Working at Club Mahindra resort kanha M.P.
* **Dec.2017-june 2018**  7tiger resort tadoba Nagpur Maharashtra.
* **Oct.2016-dec.2017** 7tigers resort at kanha national park M.P.
* **April 2015-march 2016** Syna Tiger Resort at bandhavgarh M.P.
* **Feb.2011- jan.2014** Customer care officer in Micromax service rewa M.P.

**KEY SKILLS AND COMPETENCIES**

* All clerical Work, GSA, Call Attendant, Cash Book Handling, Stock Handling,front office, mail sending and etc.
* Having a professional manner with an emphasis on hospitality and guest service.
* Handling customer carefully.Computer operator/Office work.
* Tools & Application: MS Office 2007-8

**Personal Details**

DOB. : 20/06/1994

Postal Address. : Rewa(M.P.)

Pin : 486001

Marital status : Single

Langauge. : Hindi/ English

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