

Resume

Name : Renuka R. Dixit

Address : A – 104, Shree Siddheshwar CHSL.,
Siddheshwar Lane, Parnaka,
Kalyan (W.) 421301

Date of Birth : 28th Nov 1986

Contact : 09870546230

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Objective :

Looking for challengeable and responsible opportunity explore strengths and potential in a professional organization to meet employers expectations

Education Qualification:

Degree	University	Year	Percentage
Master of Art (Psychology)	I.B.M.S. (A. P.)	2012	68%
Bachelor of Arts (Psychology)	Mumbai	2012	47%
H.S.C.	Mumbai Board	2004	57%
S.S.C.	Maharashtra	2002	48%

Career Synopsis :

Project Work	Designation	From / To	Description
Millennium Landscape	Office Assistance	Jan 2012 – March 2012	Handle all office related work, Manage Seminars, Manage Public Relation
Unique Tutorials	Executive	Nov 2010 to Aug 2011	Manage Time table, Manage Public Relation, Handling student, Typing Work
Dhanashree Enterprises	Assistance	Feb 2010 to Oct 2010	Handle all office related work, Manage Public Relation, Forms filling, Typing Work, Managing Files
Karunya Trust (NGO)	Office Assistance	Jun 2007 to Feb 2008	Handle all office related work, Manage Public Relation, Forms filling, Typing Work, Managing Files, Staff Reporting, Cash Handling, Meeting arrangement, report to Head office

Extra Qualification:

- Operating system : windows 98, Windows XP
- Software : MS – CIT
- Typing - Pass speed 40 exam with 50%
- Surfing Internet
- Completed Communication Skills & Counseling Techniques course from IPH, Thane
- Completed certified course in personal counseling based on Robert Carkhuff's Model, from Heart to Heart counseling centre, Byculla with 62%

Language knowledge :

Marathi, Hindi, English

Hobbies :

Watching T.V. Listening Music

Date :

Place :

Yours Truly.