



# CHANDNI PATHAK



## CONTACT

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H.N. 359 Sonagiri piplani bhopal  
Madhya Pradesh M.P India



## OBJECTIVE

My carrier objective to work in a firm with a professional work environment where i can utilise and apply my knowledge skills and face a new challenge in a corporate world and to again more knowledge and reach to the the good position.



## EXPERIENCE

### Bhaskar Venkatesh private limited company

2019 - 2020

Data operating system  
Data management,Data Entry

### Ford Dealership

2021 - 2023

Admin,CRE, DC coordinator  
Admin Executive

### TATA Motors company

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Admin,CRE Executive  
Currently I'm working in Tata motors company



## EDUCATION

### Barkatullah university (B.U Bhopal) India

2021

M.com

### Barkatullah university (B.U Bhopal) India

2016

B.com (Computer application)

### MCU university

2015

(DCA) Diploma computer in Application

### M.p board

2013

12th

### M.p board

2011

10th



## SKILLS

Time Management,Hard working  
Malti tasking, Flexibility.



## ACHIEVEMENTS & AWARDS

Certificate in Diploma computer in  
Application And Tally Certificate in  
intro to graphic design and  
photoshop (The Great Learning  
Academy)



## LANGUAGES

English, Hindi



## PERSONAL DETAILS

Date of Birth : 26/01/1994

Marital : Unmarried  
Status

Nationality : Indian

Religion : Hindu

Passport : Yes

Gender : Female

Place : Bhopal Madhya  
Pradesh



## ADDITIONAL INFORMATION

- IT proficiency
- 1.operating system basic work windows 7 windows 8 windows 8.1 windows 10
  2. Application: Microsoft office word, Microsoft office Excel, Microsoft office PowerPoint,and internet browsing.
  3. Basic knowledge hardware and software.
  4. Basic knowledge photoshop and graphics design.