



MANSI SANJAY RATHOD

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House No.496, Darzi Bazar,
Cantonment , Chatrapati
Sambhajanagar , Maharashtra ,
431001

Skills

- Flexible & Adaptable
- Fluent in English
- Excellent Interpersonal Skills
- Highly Focused & Detail-Oriented
- Creative & Innovative Thinker
- Strong Team Player
- Punctual & Reliable
- Effective Time Management
- Multi-Tasking Proficiency

Language

- Hindi
- Marathi
- English

Summary

To secure a challenging position in a reputable organization, leveraging my learning, knowledge, and skills to contribute to both personal and organizational growth. I am confident in my ability to quickly grasp new concepts and excel in any given training or work environment.

Education

State Board Pune
S.S.C, CGPA: 65.80%

2015

State Board Pune
H.S.C, CGPA: 73.23%

2017

Dr. B.A.M.U., Aub.
B.COM, CGPA: 60.27%

2020

Dr. B.A.M.U., Aub.
M.COM, CGPA: 66.75%

2023

Experience

Yash Enterprises

Tele-Calling Executive

Chatrapati Sambhajanagar , Maharashtra

Dec 2018 - May 2019

- Gained valuable experience in customer outreach, communication, and sales support.

D.T.D.C Courier

Customer Relationship Manager

Chatrapati Sambhajanagar , Maharashtra

Jan 2022 - Jun 2022

- Developed strong skills in customer service, issue resolution, and building lasting client relationships.

Distil Education and Technology PVT. LTD

Head Accountant

Chatrapati Sambhajanagar , Maharashtra

Sep 2022 - Jun 2025

- This role involves the comprehensive oversight and management of all accounting operations, encompassing financial reporting, payroll processes, Invoicing and ensuring strict adherence to all relevant financial regulations
- It's also involves comprehensive knowledge of accounting principles and the ability to handle complex financial data effectively.

Certifications

- MS-CIT
- English Typing 60 WPM
- Marathi Typing 40 WPM
- English Shorthand
- Tally