

RESUME



NAME : Lizan Mendonsa

EDUCATIONAL QUALIFICATIONS

COURSE	INSTITUTION	UNIVERSITY	PERCENTAGE	YEAR
M.COM	ST VINCENT COLLEGE OF COMMERCE	PUNE UNIVERSITY	73%	2019
B.COM	ST VINCENT COLLEGE OF COMMERCE	PUNE UNIVERSITY	65%	2017
H.S.C	ST VINCENT COLLEGE OF COMMERCE	MAHARASHTRA BOARD	68%	2014
S.S.C	ST CLARE'S HIGH SCHOOL	MAHARASHTRA BOARD	52%	2012

PORTFOLIO'S HELD AT COLLEGE:

Class Representative for seven years (2012 to 2019)
Treasurer of Student Council for one year (2016-17)

ACHIEVEMENTS:

Best Student Award (Jr. College section) - 2014
Enthusiastic Youth of the Year - 2016
Selfless Service Award - 2017
Best Student Award (M. Com section) – 2019

EXPERIENCE:

Working as Junior Clerk at St. Vincent College from June 2024 till date.
Worked as Junior Clerk at St. Anne's High School, Camp Pune from June 2023 to May 2024.
July 2018 to April 2024 work experience as data operator (school admin) with Pinnacle software.

COMPUTER KNOWLEDGE:

Tally Prime with GST Certificate course from Disha Computer Institute.
Completed MS-CIT course in June 2014
MS Word, MS Excel, MS Power-Point and Internet Browsing.

INTERESTS

Listening to music and writing