

DATTATRAY KADAM

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Shiv Ganesh Colony, Nagindaspada ,
Nallasopara East, Palghar - 401209

CARRER & OBJECTIVES

- I have the interest and natural instinct which will allow me to do progress in this field. I have firm determination and enthusiasm to excel in my field. I want to benefit people with my ideas and hard work.
- Looking for a challenging role so that I can use my skills and capabilities through sincere dedication and hard work for successful career.
- Seeking for a job with a dynamic and growth oriented organization to utilize my skills and enhance my competencies by working in the organization

KEY COMPETENCIES

- Process improvement
- Data-driven strategic planning
- Exceptional organisational skills
- Report writing and presenting
- Critical thinking skills
- Excellent communication skills
- Strong interpersonal skills
- Proactive and self-motivated

WORK EXPERIENCE

- One year of experience in the CRC Mumbai Back Office at Mumbai GPO, I excelled in processing mail and parcels, tracking shipments, providing top-notch customer service, maintaining databases, and handling administrative tasks. Proficient in Microsoft Office, I bring reliability, attention to detail, and a strong team spirit, making me a valuable asset to any team.
- I am a reliable and efficient worker with a keen eye for detail. I am also a team player and I am always willing to go the extra mile to help my colleagues. I am confident that I have the skills and experience necessary to be a valuable asset to your team

EDUCATION & CERTIFICATIONS

Viva College

- Bachelor of Science in Information Technology with aggregate pointer of 8.5 (2022)

Utakarsha Vidyalaya & JR College

- HSC from Maharashtra state Board with an aggregate of 54% secured 2019.

ST. Anthony high school

- SSC from Maharashtra state board with an aggregate 72% secured 2016

STRENGTHS

- Good Analytical skills.
- Best logical thinking.
- Energetic & Enthusiastic.
- Problem solving skills.
- Best at aptitude.

PERSONALITY TRAITS

- Self-confident.
- Leadership Qualities.
- Dedicated and Hardworking
- Professional Skill
- Effective Communication Skills

Interest

- cricket
- Traveling
- Solving puzzles