RESUME

MAHESH MANOHAR PRABHU
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Dombivli (E), 421201

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Personal Statement :

To work in a challenging environment that builds up confidence and invokes my creativity to utilize the best of my abilities and also to give leadership qualities in order to contribute my best efforts towards growth and welfare of the organization.

Work Experience :

I . Before Graduation.
1. **"Accounts Assistance" at PAI'S FRIENDS LIBRARY from 26/4/2010 till 26/4/2014.**
   - Maintaining Books Accounts.
   - Handling Petty Cash and Bank Account.
   - Preparing Cheques and Vouchers.
   - Daily Payment Updation in System (excel).
   - Recording and Analyzing Day-to-day Transactions.
   - Preparing petty cash expenses report.
   - Collection Entries (Payment Received).
   - Activating Members Subscriptions & Renewals.
   - Cheque & Cash Deposit in Bank.

II . After Graduation.
2. **"Junior Analyst" at Eclerx Services Ltd.(from 15-12-2014 till 23-12-2015)**
   - Providing configuration of the client's hardware products.
   - US Client co-ordination & report maintenance.
   - Handling client mails and working over it in a specified time.
   - Maintaining the Client SLAs and completing the work in stipulated time.
   - Maintaining the work on excel and Dell provided software – Citrix.

Academic Details :

Examination	University	% Obtained
TYB.Com	University of Mumbai	64 %
HSC	Mumbai Board	47.33 %
SSC	Mumbai Board	68.33 %

Certification Course :

- **Completed CCSP.Net career course from CMS Institute , Thane .**
  - ➢ Microsoft Certificate for HTML5,JavaScript and CSS3.
  - ➢ Microsoft Certificate for SQL Server 2012.
  - ➢ Project Certificate from CMS Institute.
  - ➢ Course Completion Certificate from CMS Institute.

- **Learning Web Designing from Keerti Computer Institute , Dombivli.**

Project Details :

Project Name : Blood Bank Management System.
Project Type : Individual.
Project Duration : 1 Month.
Technologies Used : Front End = Asp.Net Framework 4.5 , Corel Draw.
                                    Back End = SQL Server Management Studio 2012.

Personal Details :

Date of Birth	15th July 1992
Gender	Male
Marital Status	Unmarried
Nationality	Indian
Languages Spoken	English, Hindi, Marathi, Konkani (M.T.).
Hobbies	Listening Music, Playing Cricket And Carom, To visit different places/cities.

Reference :

Ashish Ambre
Associate Process Manager at Eclerx Services Ltd.
998700895

Declaration :

I hereby informed that the above mentioned information is correct up to my
knowledge & I bear Responsibilities for the   correctness of the above
mention particulars.

Place: Mumbai   Mr. Mahesh. M. Prabhu