

## RESUME



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**Omkar Ramesh Surve.**

Room no. 203 2<sup>nd</sup> Floor, D Wing Sumitra Building Shastri Nagar, Near Shankar Mandir Old Dombivli West 421202

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**Call no :- 9930847748**

**Mail Id :- [omkarsurve2001@gmail.com](mailto:omkarsurve2001@gmail.com)**

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### OBJECTIVE :

To Excel & Succeed In All Assignment I Undertake & Continue Learning New Skills With Positive Attitude, Diligence & Honesty On An All Time Basis.

### EDUCATION PROFILE

DEGREE	YEAR	UNIVERSITY/BOARD	REMARKS
T.Y.B.COM	2021-2022	University of Mumbai	PASSED
H.S.C	2018-2019	Maharashtra State Board	PASSED
S.S.C	2016-2017	Maharashtra State Board	PASSED

### COMPUTER KNOWLEDGE AND OTHER SKILLS :-

- Basic Knowledge Of Computer, Basic Ms Office. ( Pursuing Excel & Adv.Excel, Tally With Gst, CCC, Typing Courses )

### Work Experience :

**Working With Mumbai District Central Co-op Bank Ltd On Fixed Term Contract From 8 June 2023 To 7 December 2023 As An Trainees Student Clerk.**

**Working with All Check Service LLP From 4 August 2022 To 1 February 2023 As An Sampler.**

- Verification Of Home Loan Related Documents like :-
- Client KYC & Banking.
- PAY SLIP.
- BUSINESS PEPAR.
- BUILDER NOC & OCR.

**Working With All Check Service LLP From 2 May 2019 to 24 January 2020 As An Sampler.**

- **Verification Of Home Loan Related Documents like :-**
- **Client KYC & Banking.**
- **PAY SLIP.**
- **BUSINESS PEPAR.**
- **BUILDER NOC & OCR.**

**INTERESTS :**

- Interested in Drawing & Cycling.

**PERSONAL PROFILE :**

- **Father's Name** : Ramesh Abaji Surve
- **Date Of Birth** : 03/11/2001
- **Gender** : Male
- **Marital Status** : Unmarried
- **Nationality** : Indian
- **Religion** : Hindu

**Language Known :**

- English, Hindi & Marathi

**DECLARATION :**

I Hereby Declare That The Information Furnished Above Is True To The Best Of My Knowledge.

**Place:**

**Date:**

**SIGNATURE**

**( Omkar Ramesh Surve )**