

# ***CURRICULAM VITAE***

**Rahul Ramdev Rana**

**ADDRESS : Anandi Nagar R.no 03, Near Shukla Compound.**

**POST : Boisar , TALUKA : Palghar**

**PINCODE : 401501**

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## **Professional Summary :**

I am an English Graduate from Mumbai University would like to secure the position of Data Entry Operator with in well-developed, Motivating and Progress-driven Company. To secure a challenging position in a reputed organization to expand my learnings and knowledge.

## **Qualification :**

<b>Qualification</b>	<b>School/College</b>	<b>Board</b>	<b>YOP</b>	<b>%</b>
<b>10<sup>th</sup></b>	<b>Tarapur Vidya Mandir &amp; Jr College</b>	<b>SSC</b>	<b>2017</b>	<b>76%</b>
<b>12<sup>th</sup></b>	<b>Tarapur Vidya Mandir &amp; Jr College</b>	<b>HSC</b>	<b>2019</b>	<b>57%</b>
<b>BSc IT</b>	<b>Viva College</b>	<b>Mumbai University</b>	<b>2022</b>	<b>75.2%</b>

## **Experience :**

**Store Operator**

**Staff(Aug/22 – Present)**

I have been working as a Store Operator from last six months. My job is to handle all the record of the materials, Bills Accounting with SAP Software and handling all the issued materials etc.

## **Skills :**

- **Data Entry**
- **Microsoft Excel**
- **SAP – Material Management**
- **Computer Skills**
- **Microsoft Office Word**
- **Microsoft Office**
- **Ability to Work in a Team**
- **Communication Skills**

## **Personal Information :**

**Age : 21**

**Martial Status : UNMARRIED**

**Language Known : English, Hindi, Marathi.**

**DOB : 24<sup>th</sup> August 2001**

**Nationality : Indian**

## **Hobbies :**

- **Football**
- **Exploring New Technologies**
- **Being Happy**

## **Declaration :**

I declare that all the above information is correct to the best of my knowledge and believe.