**RESUME**

**RAJU KESHAO BALKHANDE**

Mob no.:- +919604882353

Email ID: rbalkhande1@gmail.com

**Work Experience**

Home Credit India Finance Pvt Ltd

1 June 2015 to 28 feb 2018 in collection process

**Current job**: work as a (PA) Personal Assistant in UIDAI RO Mumbai

**Job description**

* Answering calls, taking messages and handling correspondence.
* Maintaining diaries and arranging appointments, Tour Programme.
* Typing, preparing and collating reports, Dak report.
* Filing.
* organizing and servicing meetings (producing agendas and taking minutes)
* Managing databases.
* Prioritizing workloads.

**EDUCATIONAL QUALIFICATIONS:-**

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| --- | --- | --- | --- |
| Exam passed | Year of Passing | Board/ University | Percentage |
| S. S. C. | Mar – 2008 | Nagpur Board | Second class |
| H. S. C. | Feb – 2010 | Nagpur Board | Second class |
| B. Com | April - 2013 | Nagpur university | Second class |
| M. Com | April - 2015 | Gondwana University | First class |

**Certified:-**

Ø MS-CIT (2009)

Ø Tally (2014)

Ø English Typing (Jun14 Speed 30 WPS)

**Personal Skill:-**

* Good analytical skill, Problem solving capabilities.
* Ability to deal with people diplomatically, willingness to learn.
* Calm confident & ready to take new challenges.
* Ability to quickly adopt new trends in any field.
* Honesty & Loyalty, Committed Towards the work, Punctual, Positive Attitude, Hard Working.

**Computer Knowledge:-**

Microsoft word, Microsoft excel, Microsoft power point, Internet, Microsoft Access, Adobe

Photo shop, Page maker, Data Entries.

***PERSONAL DETAILS:-***

 Full Name : RAJU KESHAO BALKHANDE

Marital Status   :  Unmarried

Date of Birth    :  16/01/1993

Nationality   :  Indian

Cast : (O.B.C)

Languages Known : English, Hindi, and Marathi.

Address  : Ganesh Krupa building room no 310 near Urdu School Sector 30

Ovegaon Kharghar Navi Mumbai 410210

Mob No : +919604882353

**DECLARATION:-**

I hereby declare that all the statement made in the above are true and correct to the best my knowledge and belief.

Place:  Mumbai Your faithfully,

Date:     / /2018 (RAJU K. BALKHANDE)