

CURRICULUM VITAE

MR. Rahul Pandurang Jarag

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Carrier Objective:

To become a professional who can co-ordinate to achieve the organizational goal with sincere efforts, quality performance & applying the knowledge & skill acquired in previous years.

Personal Skills:

Problem solving abilities, verbal and written communication skill, ability to deal with people diplomatically, willingness to learn & team facilitator.

Personal Details:

- Date of Birth : 14th March 1993.
- Marital Status : Married.
- Language Known : English, Marathi and Hindi

Educational Qualification:

<i>Certificates</i>	<i>University/Board</i>	<i>Grade</i>
T.Y.B.Com (Accounting & Finance) (June-14)	Mumbai University	First Class
H.S.C.(March-11)	Mumbai University	First Class
S.S.C.(March-09)	Mumbai Board	First Class

Computer Skills:

Certificates course in Computer Application & Management

(Office Automation i.e. Ms-Word, Ms-Excel, Ms-PowerPoint, Internet Explorer)

Certificates Course – computerized Accounting

Tally Financial Accounting Programs, Tally 9.0, ERP Version

Certificates Course in Personal Computer Maintenance

Other Technical skills:

- English Typing Speed : 50 w.p.m.
- Marathi Typing Speed : 40 w.p.m.

WORK EXPERIENCE

- Working with **INTELNET GLOBAL SERVICES** from 26 MAY2015 TO 4 JAN 2016_

WORK PROFILE:

- SAP Working for Vendor & Employee (ESS) posting .
- Vendor & Employee Payment Run processing.
- MIS Report of Monthly (Quantity) production Plan.
- Daily working on Branch & Electricity Cheque printing & processing.
- Professional Tax & Provident Fund J V Booking.

Working with **The chembur Nagarik Sahakari Bank** from 01 April 2019 TO Till date.

WORK PROFILE : CLERK

- Educate customers on bank products and services..
- Process and accept deposits and loan payments from bank customers.
- Prepare and record all deposits and payments into the bank's computer systems.
- Payment clearance works like verify cheques, issue demand drafts,etc.
- Maintain a daily record of balance.

● **Extra Curricular Activities**

- Listening Music.
- Playing Carom.

Date:

Place: Mumbai

(Rahul P Jarag)