**PROFILE**

**Father’s Name**

Late. Rahul Hawale

**Date of Birth**

18/01/1994

**Nationality**

Indian

**Religion**

Hindu

**Language know**

English**,** Marathi **&** Hindi

**DATE:**

**PLACE:**

**SKILL**

* **MS-CIT & Microsoft Office**
* **English Typing (30/40 wpm)**
* **Marathi Typing (30 wpm)**

**CONTACT**

**Mobile Number**

**8857928669**

**Email ID**

[**vh3622@gmail.com**](mailto:vh3622@gmail.com)

**Address**

**A-201 Vardhman Heights Varale**

**Ambi road talegoan dabhade**

**Pune - 410507**

**ABOUT ME**

I Passed a graduation from Pune university in 2014. I have a knowledge of computer applications. I am able to handle multiple task on a daily basis and i use a creative approach to problem solve. Also i am a dependable person who is great at time management.

**WORK EXPERIENCE**

* 1 Year work experience in “New Era Enterprises” as a Data Entry Operator.
* 7 month experience in “Hindustan Microfinance Pvt Ltd” as a Back of Assistant.
* 3 year work experience as a Data Entry Operator in EPFO(Employees Provident Fund Government Organization) in Contract roll.

**QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.**  **No** | **EXAM** | **Board/University** | **Year of Passing** | **Percentage** |
| 1. | SSC | PUNE | 2009 | 65.00% |
| 2. | HSC | PUNE | 2011 | 46.00% |
| 3. | BCA | PUNE | 2014 | 57.33% |

Yours Faithfully

**VAISHALI RAHUL HAWALE**

**VAISHALI RAHUL HAWALE**

BACK OFFICE ASSISTANT