

RESUME

NAME. : Ankush Deorao Sontakke

Degree : B.Com.

Contact : 7620081637

Email : ankush123sontakke@gmail.com

CAREER OBJECTIVE : To work in a challenging environment that would serve me opportunities to learn and grow professionally as well as personally.

WORK EXPRESSION :

Company Name : BNY Mellon International Pvt. Ltd :6 Jun 2017 To 21 Oct2018

Position : Offices Assistants (ISS Pay Role)

Responsibility : Working as Stationary management assistant – Inventory management, Distribution and Maintaining the stores, Courier Management, Handling BI Software

Company Name : DHL Express India Pvt Ltd (Adcco India Pvt Ltd) : 10 Dec 2018 To 10 Dec 2019

Position : Retail Executive

Responsibility : Booking International and Domestic Courier, Working with outlook ,Replying Mail, Handling with POS Software, Handling Tel calling customer

Company Name : Reliance Retail Pvt Ltd : **12 Dec 2019 To Till Date**

Position : CSA Hr

Responsibility: All Types of Manager Hiring formality. Ex. Aptitude Test, Hiring Trucker, Tell calling Manager, offer letter Generations, handling SAP Software, Uploading document, Delay Report In Exile

ACADEMIC PROFILE :

Sr. No.	Degree	Board / University	Year of Passing	Percentage
1	B.Com	S.G.B.A.U.	2015	59.23%
2	H.S.C.	Amravati	2012	54.67%
3	S.S.C.	Amravati	2008	74.92%

OTHER EDUCATION :

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- Tally ERP 9
- MSCIT
- DTP
- Retail Seal & Marketing
- Advance Excel (all Types Of Excel Formula)

PERSONAL INFORMATION

Name	:-	Ankush Deorao Sontakke
Address	:-	Po. Yeoda, Ta. Daryapur, Dist. Amravati
Date of Bith	:-	26 th December, 1992
Gender	:-	Male
Marital Status	:-	Unmarried
Linguistic Ability	:-	Marathi, English, Hindi
Hobbies	:-	Learning, Reading, Hardworking

DECLARATION :

I hereby declare that the above mentioned information is true and correct to the best of my knowledge.

Date :-

Place :-

Yours Faithfully

(Ankush Sontakke)