

RESUME

Ravikumar Devidas Pawar
Malegaon Road, Hanuman Nagar,
(Parijat Colony) AT/Post – Nandgaon,
Tal – Nandgaon , Dist - Nashik
Pin - 423106

Contact No -8055801599

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➤ **CAREER OBJECTIVE**

To work in an organization where I can express my acquired knowledge and apply my skills.

➤ **PROFESSIONAL PROFILE**

- Career oriented having creative ability and dedication towards job , for optimum productivity And performance .
- Self confidence, Positive attitude ,requisite potential for professional growth and achievement .
- Reputation for adaptability .

➤ **ACADEMIC QUALIFICATION**

Course	Year of Passing	Name of School/College	Board / University	Class
S.S.C.	2002	New English School ,Nandgaon	Nashik	Second class
H.S.C.	2004	Art's ,com.& Sci. College, Nandgaon.	Nashik	Pass class
T.Y.B.A.	2009	Art's ,com.& Sci. College, Nandgaon.	Pune	Second class
M.A.	Appear	On Line	Pune	----
ITI MECHANIC (DIESEL)	July 2014	Golden Private Industrial Training Institute	Delhi	First Class

➤ **COMPUTER KNOWLEDGE**

- MSCIT pass with 64% marks
- Desk Top Publication (DTP) Course Completed
- MS. Office Course Completed
- Tally ERP9.

➤ **PERSONAL DETAILS**

Name : Ravikumar Devidas Pawar
Father's Name : Devidas Dhondiram Pawar
Date of Birth : 08th Feb. 1987.
Marital Status : Married.
Language known : Marathi , Hindi , English .
Permanent Add. : Malegaon Road, Hanuman Nagar,
(Parijat Colony.), At/Post- Nandgaon,
Tal – Nandgaon , Dist –Nashik. Pin – 423106

➤ **PROFILE**

- Six month experience in Data Operator Excative.
- 3 Year's Senior Clerk cum Account Assistant .

➤ **PROFESSIONAL EXPERIENCE**

- **Organisation** :- Blue Matrix Software Consultancy Pvt.Ltd., Nashik
Designation :- Data Operator Excative
Period :- 26th Sep 2011 to 9th April – 2012
- **Organisation** :- General Power Systems , Nashik
Designation :- HR Manager with Senior Clerk cum Account Assistant
Period :- 15th Aug 2012 to till to date

➤ **HIGHLIGHTS OF SKILLS**

- ❖ Handled all payroll activities for 55 + employess.
- ❖ Good Handle official work & management.
- ❖ Store record mentain.
- ❖ Simplified the processes of retrieving data from the computer system, maintaining department records, typing and complied reports daily, quarterly and annually.
- ❖ Invoice Process
- ❖ Compliance document's per month mentain.
- ❖ All clerial work handle.
- ❖ I all office stationary & purchasing department handling.
- ❖ Preparation of Sales invoice, debit notes.
- ❖ GST Record mentain.
- ❖ Good Ms - Office Knowledge.
- ❖ Bank Knowledge & Good handling cash.
- ❖ Documentation work.

➤ **DECLARATION**

I hereby declare that all the information given above is authentic to the best of my knowledge and that any misrepresentation by me in this application disqualifies my candidature.

Place :-

Yours Sincerely

Date :-

(Ravikumar D. Pawar)