**Hemant Patil**

Behind Sagar Dairy, Mahalakshmi Road, Kranti Chowk, New Sangavi, Pune – 411027. (MAHARASHTRA)

***Email:*** patilhemant800@gmail.com**Mobile #:** +91 7507815373

**Career Objectives:**

Searching for Job which will help me to improve my career also to pursue a position in a firm, combining practical experience, excellent communication, negotiation skills and customer service abilities. To bring to your Organization enthusiasm, dedication, responsibility and good work ethic, combined with a desire to utilize my skills and experience.

**Strengths:**

- Excellent communication and organizational skills.

- Familiar with basic knowledge of computer skill.

- Hard working.

- Able to work under pressure and independently.

- Having knowledge of operating systems windows and

- Also proficient with MS Word, Excel and Power point.

# ACADEMIC QUALIFICATIONS:

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Board/University** | **Year** |
| B Sc  (Comp. Sci) | Savitribai Phule Pune University | 2020 |
| H.S.C | Maharashtra Board | 2013 |
| S.S.C | Maharashtra Board | 2010 |

**Communication Skill:**

* English
* Hindi
* Marathi

**Professional Experience:**

* Organization - Suma Soft Pvt. Ltd.
* Designation - Senior Associate
* Process - Matson Write-up
* Duration - 1st August 2018. TO 7th February 2020.

**Job responsibilities:**   
I takecare of an issue and query about Matson regarding any issue, I solve it all our query on both call and email as per requirement of the client.

**Key practice Areas:**

* Team training and preparing work reports.
* Practical approach towards work given.

**Professional Courses:**

* Having knowledge of operating systems windows and also proficient with MS Word, Excel and Power point.

**PERSONAL INFORMATION:**

Date of Birth : 27th Jan 1994.

Marital Status : Single.

Gender : Male.

Hobbies : Reading, Listening Music.

Nationality : Indian.

Place: Pune, Maharashtra

Date: Thursday, November 05, 2020 **Hemant Patil.**