**Resume**

**Name :** Laxmikant Padmakar Sonar.

**Father’s Name :** Padmakar Bandu Sonar.

**Mother’s Name** **:** Prabhavati Padmakar Sonar.

**Permanent Address** **:** Pathak Line, Amalner, Dist – Jalgaon.

Amalner. 425401.

**O/C Address** **:** Jatra Hotel, Akta colony, Adgaon, Nashik.

**Religion :** Hindu.

**Email ID** **:** [laxmikant\_sonar@rediffmail.com](mailto:laxmikant_sonar@rediffmail.com)

**Phone No.** **:** 9673590976.

**DOB** **:** 01.03.1983.

**Sex :** Male.

**Married Status :**  Married.

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| **Experience** |

**1. Working as Nashik Jilha Nageri Sahakari Banks Association Cleark since Nov 2017**

**2. Working as WNS Global Services Pvt.Ltd. Sr. Claim Associates since Dec 2009 to Sep 2016.**

**3. Working as Branch Operation CPA with ICICI Prudential since Feb 2007 to Dec 2009.**

**Job profile :**

* Data Entry Operator.
* Life Asia Software Handle.
* STP Underwriting.
* Cheque Bouns Handle.
* Medical Letter & HNI Letter Send to Customers.

**4. Worked as Computer Operator with Ashapuri Nagari Shakari Pathpedi Amalner for 1 and half years**.

**Job Profile:**

* Banking Software Operate.
* Pigmi Agent Handle.
* Saving Account & FD Entry In Software.
* Marathi Typing.

**5. Worked as a Computer Operators & Prog. Assist. 1 year in ICON Computer Institute Jalgaon With Appendix.**

**Job Profile:**

* MSCIT Batches Handle.
* Online Software Handle.
* Marathi Typing Working.

**6. Worked as Computer Operator a Commodity Market Online 6 Months.**

**Job Profile:**

* Online Software Handle.
* Buy & Sales Entry Online.
* Customers Handle.

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| **Education** |

**Post Graduation** Completed Post Graduation Arts(M.A.) in the year 2007.

**Graduation** Completed Bachelor of Arts (B.A) from North Maharashtra University in the year 2005.

**Higher Secondary** Completed Higher Secondary Education with 72.17% Nasik Board in the year 2000.

**S.S.C** Complete S.S.C with 56.93% Nasik Board in the year March 1998.

**Typing** Complete English Typing 30 wpm, 40 wpm & 50 wpm.

Complete Marathi Typing 30 wpm & 40 wpm.

Complete Hindi Typing 30 wpm.

**Shorthand** Complete English shorthand 60 wpm.

Complete Marathi Shorthand 60 wpm, 80 wpm, 100 wpm & 120 wpm.

**Govt. ITI**  Complete Govt. I.T.I . Computer Operator & Prog. Assist. In the year 2003.

**N.C.V.T** Complete Appendix ICON Computer Institute Jalgaon. In the year 2006.

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| **Computer Literacy** |

**Operating System**.

MS-DOS6.2, Win95, WinNT4.0, WinXP, Win2000/2003

Govt. ITI Jalgaon (Computer Operator & Programming Assist.)

MS-CIT Passed.

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| **Languages Known** |

Fluency in written and spoken communication in the following languages:

English, Hindi, Marathi.

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| **Hobbies & Interests** |

Reading, Writing.

Place:-

Date: - Yours Faithfully,

( Mr. Laxmikant P. Sonar. )