**VAIBHAV RAJENDRA ZAMBARE**

Mob No. **+91 8446568377** B.No 83, Digambar Ho. Soc.

Amrutdham, Panchvati,

[vzambre2@gmail.com](mailto:vzambre2@gmail.com) Nashik – 422003

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| **Objectives** |

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Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

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| **Educational Qualification** |

* B.Com from K.T.H.M. College Nashik. **(Business Administration)**
* H.S.C. From D.D. Bitco Boy’s High School & Jr. College Nashik. **(Commerce)**
* S.S.C. From D.D. Bitco Boy’s High School C.B.S. Nashik.

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| **Extra Curricular Activities** |

* Participated In **“National Service Scheme Camp”**.
* Attended National Conference On **“Transformation through Entrepreneurship”**.
* Team Leader in Management of **‘Management Trio’** at MGV`s IMR

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| **Academic Project** |

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| **Organization Name** | **Period** | **Topic** |
| Metro Polymers Pvt. Ltd. | 60 Days | “A Study Of H.R. Management” |

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| **Computer Literacy** |

* MS Office (Word, Excel, PowerPoint, and Access (MS-CIT)
* Operating System :- Windows Xp , Windows 7, Vista
* **Tally. ERP 9** with first class.

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| **Professional Background** |

**S.S. Joshi and Associates July 2016 To Present**

**[Accounts and Administration Assistant]**

* Purchase and Inventory Control
* Accounting
* Event Management .
* Housekeeping control Petty Cash
* Mail Drafting.

**Ashoka Buildcon LTD. May 2014 To June 2016**

**[Administration Assistant]**

* Travel Arrangements and Hotel Bookings for Staff.
* Petty Cash and Vendor Management.
* Purchase and Staff reimbursement.
* Company Event Organized and Management.
* Staff Attendance report to HR Executive.
* Mail Drafting.

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| **Personal Details** |

* Name : Vaibhav Rajendra Zambare
* Sex : Male
* Date of Birth : 3rd April 1993
* Marital Status : Unmarried
* Hobbies : Meet people and making friends
* Languages Known : English, Hindi and Marathi
* Nationality : India

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| **Declarations** |

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

**Place: Nashik** yours faithfully

**Date:** / / 2017 (Vaibhav R. Zambare)