

# **RESUME**

## **Priyaranjan Narayan Salve**

137, Budhwar Peth, Milind Nagar,  
Solapur-413002

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### ❖ **Carrier Objective :**

My Objective is to find challenging position in professional environment in which I learn new things where I can utilize my skills & effectively contribute towards the growth of organization.

### ❖ **Educational Qualification:**

EDUCATION	BOARD/UNIVERSITY	PERCENTAGE	YEAR OF PASSING
MBA	YCMOU	Appeared	-
B.A	Dr. Babasaheb Ambedkar Marathvada University	54.80%	MAY-2022
HSC	Pune Board	46.45%	FEB-2016
SSC	Pune Board	60.00%	MAR-2014

### ❖ **Work Experience :**

Current Employer: Reliance Retail SLP (Security Loss Prevention)

Designation: LPS (Loss Prevention Supervisor)

Previous Employer: Jumbo COVID-19 center Shivaji Nagar Pune(MAR 2020-DEC 2020)

Previous Employer: Turf Club House Pune(SEPT 2019-FEB 2020)

Previous Employer: Samarth Softech Solapur (AUG 2017- APR-2019)

- Doing Administrative and clerical tasks.
- Preparing and editing letters,report,memos and e-mails.
- Dealing with customer queries and complaints.
- Arranging meetings and appointments.
- Answering Phone calls and taking messages.
- Ensuring compliance with health and safety legislation.
- Covering Reception.
- People Management.

- Handling Staff and his duty roaster.
- Observe Store loss and Data Entry.

❖ **Language Known :**

➤ Marathi, Hindi, English.

❖ **Personal Details :**

Date of Birth	:	24 AUG 1998
Nationality	:	Indian
Marital Status	:	Married
Hobbies	:	Reading, Travelling, Watching Movies Etc.

I have declared that above written particulars are true to best my knowledge and belief.

PLACE: SOLAPUR

DATE:

Signature

(Priyaranjan N. Salve)