**RESUME**

Suraj Ganapat Waghe

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**Personal**

**Information**

**Contact**

**#:9168369367**

**Email**

**id**

:

Surajwaghe2832000@gmail.com

**Date**

**of**

**Birth**

:

-

28

March

2000

**Permanent**

**Address:**

**-**

Janata Vasahat

Lane no 46, Hanuman Mitra Mandal, Parvati Payatha, Pune-09

**Marital**

**Status:-**

Unmarried

**Domicile:-**

Maharashtra.

**Nationality:-**

Indian.

**Sex:-**

Male

**Language**

**Known:-**

Marathi,Hindi,

English

# Career Objectives

To be a part of an organization where management structure recognizes and rewards loyalty honesty hard work and ambition of anemployee by providing growth opportunity and necessary infrastructure that could contribute to the success of the company.

# Educational Qualification

**Passed:-**

B.com

Pune University 2021

**H.S.C.**

Maharashtra Board

2017

**S.S.C**

Maharashtra Board

2015

***Experience***

***Yes Bank ( TeamSpace Financial Services Pvt. Ltd)***

* Working with Yes Bank Pvt Ltd. As a CPA Processing Executive from 13 March 2023 to till date.
* Job responsibilities - Data Entry for Home Loan file, checking file Documents Making Cam , Eligibility sheet, Maintain Daily Login MIS , Decision MIS .

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| --- | --- |
| *iSecure Power Technologies Pvt Ltd.* |  |
| * Working as data entry operator from Feb 2022 to March 2023 |  |
| *MUNDADA SHAH & ASSOCIATES* |  |

* Working as office boy and Accounts entries
* Form Feb. 2019 to Jan 2022

# Strength

* Management
* Positive attitude
* Quick learning ability
* Team Building
* Hard working

# Key Skills

* Ms office
* Good communicator and good at liaison and inter personal skills
* Understand review organization processes, operation and goals
* Excellent inter-personal skills
* Compiles and issues reports detailing conclusions providing recommendation for improvements

# Hobbies

* Playing Cricket
* Movies
* Listening Music

# Declaration

I hereby declare that the above-mentioned details are, as on today, complete and correct to best of my knowledge & responsible for these.

**Date**

**Place:**

**(Mr. Suraj Ganapat Waghe)**