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| RESUME *F:\GENERAL\user3\Downloads\upsc photo size.JPG*    *ASHISH P PATIL*  **Contact Information:**  **Permaneant Address:**  A/P Nashirabad  Upper Line, Near Savata Mali Temple,Tal & Dist Jalgaon- 425309  **Email @:**  [ashish261990@gmail.com](mailto:ashish261990@gmail.com)  [ashish26patil@rediffmail.com](mailto:ashish26patil@rediffmail.com)  **Mob:- 09028470095**  **Personal Data*:***  Date of Birth: 26/09/1991  Sex: Male  Nationality: Indian  Marital Status: Unmarried Languages Known:Hindi, Marathi & English     **Interests:**  Reading books, Listening Music. | Career Objective  To be a dedicated professional, who is accountable to all assigned duties while maintain a work ethic, consistent with the values of the organization. Work in a team oriented environment & create a healthy work environment amongst my colleagues. Striving to raise the performance bar higher.    Academic Record:   |  |  |  |  | | --- | --- | --- | --- | | **Degree / Certificate** | **University / College** | **Year of passing** | **Grade** | | B.Com. | NMU Jalgaon | 2013 | B | | H.S.C (Commerce) | Nasik Board | 2009 | B | | S.S.C | Nasik Board | 2007 | A |   Professional Record:   |  |  |  |  | | --- | --- | --- | --- | | **Degree / Certificate** | **Insititute Name** | **Year of passing** | **Grade** | | English T/P 50 WPM | GCCE Pune | 2011 | B | | English S/H 80 WPM | GCCE Pune | 2013 | B | | Hindi T/P 30 WPM | GCCE Pune | 2010 | A | | MS – CIT | MSBTE Mumbai | 2007 | B |   Computer Proficiency:  I am Comfortable with the following application packages:   * Ms Office, Ms Excel Sheet * Adobe Photoshop, Adobe PageMaker with Coral Draw * Knowledge of Computer Typing * Internet and Browsing * Knowledge of Stenography   Competencies:   * Professional * Self confident * Fast learner, dynamic in nature * Good Communication Skills. |

Work-Experience:

**1) Working with Vijay Typing and Shorthand Institute, Jalgaon as a “DTP Operator cum Clerk Typist” for 01/01/2010 to 30/06/2012.**

**2) Working with SYSCON ELECTROSYSTEM PVT. LTD, MIDC JALGAON as a Multi Tasking Staff post of “Security Guard” for 18th Months.**

**Responsibilities:-**

1 Handle the Walk-In Customer.

2 Co-ordinates with Whole Team-Member.

3 Handel the Any office work in system

5 Update the Lead Status in System co-ordinate with customer.

Declaration:

I confirm that the information provided by me is true to the best of my knowledge and belief.

**Place : Jalgaon**

**Date: 05/08/2013**

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**ASHISH P PATIL**