Curriculum vitae

Mr. Roopdas Bandhe

**Mob. No: +91 8109317695 / 9165940796**

**E-Mail: roopdasbandhe@gmail.com**

**A Career Objective:**

To be a part in the development & enhancement of the organization with my hard work & dedication in interest of organization by providing my skill and abilities in relevant area.

**B Qualification:**

* High School (C.G.B. Raipur) in Govt. Boys Higher. School Bemetara the year Pass in 2008.
* Higher Secondary (C.G. B. Raipur) in Govt. Boys Higher. School Bemetara The year Pass in 2010
* B.A. (P.R.S.U. Raipur) in Govt. Pt. J. L .Ne. ART & Comm. College Bemetara the Year Pass in 2013.
* M.A.(P.R.S.U.Raipur ) in Govt. Pt .J. L. Ne. ART & Comm. College Bemetara The Year Pass in 2016

**C Technical Qualification:**

* DCA (Computer Course) in IGNOU Sure computer Center Pass in 2011.
* PGDCA (Computer Course) in PRSU Samadhan College Bemetara Pass in 2014.

# D Computer Proficiency:

**Computer Proficiency**

* MS-Office (**1** MS Word- Good Knowledge, **2** MS Excel – Good Knowledge)
* E-Commerce - Basic Knowledge
* Visual Basic - Basic Knowledge
* Sap – Basic Knowledge
* Auto Cad – Basic Knowledge

**E Working Experience:**

# 1 DILIP BUILDCON LIMITED

* Duration : 27.11.2015 to Till Date.
* Project : Rehabilitation and up-gradation of NH-12 A from design

Ch.245.375 to Ch.316.468 (Kawardha to Simga Section) to

Two-lanes with paved shoulders in the State of Chhattisgarh

Under NHDP – IV through Engineering, Procurement &

Construction (EPC) Basis.

* Client : MORTH –PWD NH Zone, Raipur, CG.
* Consultant : M/S K & J Project Pvt. Ltd.
* EPC Contractor : DILIP BUILDCON LTD
* Value of the Project 280.80 Cor.

A result oriented professional withWorking of **2 Years** in Construction & Highway road project, **Dilip Buildcon Limited, Billing & Planning** Department in **Computer Operator work.**

1. Letter work and Daily progress report work.
2. Collecting RFI details and preparing RFI summary and mail to

Consultant on daily basic.

1. Prepare Strip chart as per site progress.
2. Filling of correspondence letter and sub contractor R. A. Bills.
3. Daily Progress Report & Monthly Progress Report work.

# 2 FUTURE RETAIL LIMITED

* Duration : 03-05-2015 to 27.11.2015.
* Client : Future Retail Limited
* Consultant : Big Bazaar
* **Designation** : Associated Billing & Cashier.
* **Accountabilities:**

1. Billing as Per item Purchase by Customer
2. Product in Customer handles Billing work.
3. Finalizations of Product Requirement at store.
4. Good working in Sap.

# F Strengths:

* Time management.
* Hard working, sincere, punctual and Energetic.
* Good presentation skills.
* Easily communicating ideas and concepts.

**G Personal Details:**

Name : Roopdas Bandhe

Name of father : Amardas

Date of Birth : 15/07/1990

Blood Group : B+ Positive

Nationality : Indian

Marital Status : Un- married

Languages Known: Hindi & English

Postal Address : H/No.84, Word-04 Village – Sirwabandha Post.

Office- Bemetara, Dist-Bemetara (C.G.) Pin- 491335

# H Declaration:

In the undersigned certify that the above given information are absolutely true and correct in the best of my knowledge and belief.

**Date** : **11/02/2018**

**Place** : **Raipur (Roopdas Bandhe)**