

# Resume

**Sanjay M.A**  
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## Career Objective

An opportunity to join a progressive organization where I can use my skills, knowledge and creativity to make significant contribution to the success of the company.

## Educational Qualification

Examination	Board/University	Year of Passing	Percentage	Stream
10th Standard	Karnataka Secondary Education Examination Board	2003	74.08%	Vidya Mandir High School
12th / Second PUC	Department of Pre-University Education	2006	80.16%	Arts

## Skills

- Fluent in English, Hindi and Kannada including colloquialisms, business vocabulary, and scientific terminology.
- Precise, honest and dedicated and good team player
- Good typing skills in English and Hindi
- Good communication skills

## Other Skills

1. Typing Tutor Certificate
2. Diploma in Office Management Certificate
  - a. MS Office including MS word, Excel, Advanced Excel, PowerPoint

- b. TALLY ERP9
- c. HTML

### **Experience**

1. Worked in family business for around 14 years after my 12th/ Second PUC.
2. Worked for ShareChat as a Language translator and in a Voice Process from June 2019 to October 2019. After Covid-19 lockdown I switched to family business again. Now I would like to work with an Organization.

### **Hobbies and Interests**

- Writing articles in Hindi
- Interested in subjects like Sociology, Political Science, History and Economics
- Reading books

### **Personal Details**

- **Date of Birth:** 13/07/1987
- **Father's Name:** M.M Ashok
- **Gender:** Male
- **Blood Group:** A+ve
- **Address:** Door No. 73, 5th Main, 1st Avenue, Teachers' Colony Koramangala, Bangalore- 560 034
- **Languages Known:** English, Hindi, Urdu, Marathi, Kannada

### **Declaration:**

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

**Place:** Bangalore

  
Sanjay M.A