

RESUME

ANKUSH PATWA

Address:

Village →katra jaudaha, post→kara hiya bazar Block- Salon District→Raebareli (U P)

Mobile No.8808667492

E-mail ankushpatwa2@gmail.com

Career Objective:

To build a carrier with a dynamic professionally managed organization that will provide ample opportunities for growth area of marketing and reflect high standards of performance in any assignment to ensure organization and personal growth.

Academic Qualification:

- ❖ High school Qualified in year 2011 from U.P. Board Allahabad.
- ❖ Intermediate Qualified in year 2013 From U.P. Board Allahabad.
- ❖ Passed graduation in Faizabad university in Year 2016

Other Qualification

- ❖ 3 Month of computer diploma (CCC).
- ❖ Diploma in computer application (DCA),+ TALLY ERP 9 +GST

KEY SKILL

- ❖ Fundamental knowledge of computer. Good in working on Ms Office.
- ❖ Maintaining of Statutory Records as per the Contract Act.
- ❖ Maintaining of Inventory
- ❖ Preparation of Material check – List as per the BOQ.
- ❖ Follow – Up the R/A Bills from Client/ Consultant
- ❖ Maintaining the site Admin work and report to in charge/ HO.
- ❖ Maintaining the all-Materials Management activity.
- ❖ All type Data Entry work.

WORKING EXPERIENCE

- ✚ Working with Sain Vesta Enterprise, C/o Mahamagar Gas Ltd. Dadar, Mumbai (MH) as an Supervisor from 23rd March 2021 to till date.

✚ Working with BSNL Telecom as an Data Entry Operator from 13rd September 2019 to 05th January 2021.

PERSONAL DETAIL:

Name	→ Ankush Patwa
Father's Name	→ Shri prakash patwa
Mother's Name	→ Smt. Sujat patwa
Date of birth	→ 01-12-1995
Sex	→ Male
Marital status`	→ Unmarried
Language Known	→ Hindi & English
Nationality	→ Indian
Email	→ ankushpatwa2@gmail.com

Declaration :

I hereby certify that all the information presented by me true to the best of my Knowledge and belief.

Place

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Date.....
Patwa)

(Ankush