

# RESUME

Girish Patil

Mobile No. 09029855454



*My ambition is to work in a competitive environment where I can add to my professional skills that could finally reflect in my work and benefit my company to achieve new heights in corporate sector.*

## Academic Qualification

QUALIFICATION	UNIVERSITY/BOARD	PASSING YEAR	PERCENTAGE
M.A. (I)	MUMBAI	2003	45.25
B.A.	MUMBAI	2002	54.16
H.S.C.	MAHARASHTRA	1999	52.50
S.S.C.	MAHARASHTRA	1997	51.33

## Skill Set

**IT KNOWLEDGE** : Certificate Course in Information Technology  
MS-Office, Excel, MS -CIT  
Hardware, Networking  
Certificate Course in PC Maintenance  
DICS, Auto Cad Drafting

**TYPEWRITING** : Marathi – 30 W.P.M.  
English – 30 W.P.M.

## Work Summary

- Typing Drafted Documents.
- Typing Letters.
- Taking Dictation and Typing various official letters, Documents, Proposals, Minutes of Meeting.
- Maintaining Records of Documents being Sent & Received.
- Arranging appointments and updating the calendar.
- Assisting the A/c. Dept. in Preparing Voucher and also Assist then in their Banking Operations.
- Try and Troubleshoot any Problems Relating to the Computer's in the Setup.
- Preparing Reports such as Summary, Daily Reports, Expenditure Reports.
- Well verse with Internet Surfing.
- General administrative duties.
- Auto Cad Drafting (Civil Line).

### Work History

**Institute Name** : Softline Computer Institute July 2002 To January 2003.  
**Designation** : **Computer Instructor**  
**Company Name** : M/s. Prachin Group (Panvel) May 2004 To Till Date  
www.prachingroup.com  
**Designation** : **Data Entry Operator, Office Administrator & Project Operator.**

### Personal Details

**Name** : Girish Balkrishna Patil  
**Father's Name** : Balkrishna Mahadev Patil  
**Address** : At – Kamalpada, Post – Shahabaj, Tal. – Alibag, Dist – Raigad.  
PIN – 402108  
**Date of Birth** : 7th June 1981  
**Contact No.** : +91 902 985 5454 / 839 034 1964  
**Nationality** : Indian  
**Languages** : English, Marathi, Hindi  
**Interest** : Listening Music, Surfing

### DECLARATION

I hereby inform you that the above information is correct to the best of my knowledge and belief. I have not suppressed any material or factual information in the above statement.

**Girish Patil**