

RESUME

Sachin Dattatraya Shedute

"OM SAI" Nivas,
Girja Mata Nagar, Near Girja Mata Mandir,
Mitmita, Aurangabad-431 002.



PERSONAL DETAILS:-

Contact :- 9767270691
Email Id :- sachin.shedute1986@gmail.com
Date of Birth :- 30th August, 1986
Caste /Category :- Sonar (OBC)
Gender :- Male
Nationality :- Indian
Marital Status :- Married
Languages Known :- Marathi, Hindi and English

EDUCATIONAL QUALIFICATION:

Sr. No .	EDUCATION	SCHOOL / COLLEGE	UNIVERSITY/BOARD	PASSING YEAR	PERCENTAGE
1	S.S.C	SHRI. S.M.S. JAIN VIDYALAY, JALNA	AURANGABAD BOARD	2003	40.66%
2	H.S.C	J.E.S. COLLEGE, JALNA	AURANGABAD BOARD	2007	50.01%
3	B.COM	S.B. COLLEGE, AURANGABAD	NASHIK UNIVERSITY	2015	42.38%
4	TYPING Marathi Typing 30 W.P.M. English Typing 30 W.P.M. 40 W.P.M.	RENUKA TYPE WRITING INSTITUTE, JALNA	MAHARASHTRA STATE COUNCIL, PUNE	2005 2004 2005	63% 69% 70%
5	COMPUTER MS-CIT	M.K.C.L.	MUMBAI	2004	58%

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CARRIER OBJECTIVES:

To obtain a challenging and responsible position, where I can contribute to the successful growth of the organization / company, use my skills and hard work.

COMPUTER KNOWLEDGE:

Very well conversant with windows XP,Ms-Office,Basic Hardware and Networking of computer, Internet Surfing Etc.

PROFESSIONAL EXPERIENCE:

- **Collector Office, Jalna.**

Period: From 01st April, 2003 to 31st March, 2007(4 Years)

Designation: As a **Computer Operator** cum **Official Clerk**. Worked in three different departments. (Collector office record room, Town planning dept. & Setu Suvidha Kendra) at Jalna district.

- **ADITYA BIRLA MINACS WORLDWIDE LTD., AURANGABAD.**

Period : From 25 Aug. 2010 to 16 Aug. 2011

Designation : As a **Data Entry Operator** cum Tele Caller in organization.

- **CENTRAL INSTITUTE OF PLASTICE ENGINEEING & TECHNOLOGY (CIPET), Aurangabad.**

Period: From 15th June, 2011 to 31st July, 2012.

Designation: As a **Computer Operator** in Training Department.

- **VIVAM TECHNOLOGIES PVT. LTD. AURANGABAD**

Period: From 01ST July, 2013 to 31st Aug. 2014.

Designation : As a **Data Entry Operator** in organization.

- **SYDLER PACKS, L-12 WALUJ, AURANGABAD.**

Period : 26 Aug. 16 to 15 June 2017

Designation : **Account Assistance.**

(Petty Cash Handling & Debtors Follow-up).

- **N.D.K.S.P. SUB DIVISIONAL AGRICULTURE OFFICER, VAIJAPUR DIST. AURANGABAD**

Period : 16 Aug. 18 to Till date

Designation : As a **Account Assistance** Worked in Govt. departments.

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Date: 16/07/2019

Yours sincerely,



Place: Aurangabad.

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