

# KAMLESH Y. BHAVE

Address : Sitabhai Patil Chawl, Dombivali (w), Thane  
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## **OBJECTIVE :**

To be in the field where my Skill & Orientation are Judge for the best of my Future.

## **ACADEMIC :**

- SSC from Board of Maharashtra in the Year 2006.

## **WORK HISTORY:**

- Company Name : **M/s. PREMIER ENTERPRISES**  
Period : Feb, 2008 – January, 2010  
Designation : Office Boy - Peon
- Company Name : **M/s. PARADISE PACKAGING PVT LTD**  
Period : Feb. 2010 to December 2014  
Designation : Office Boy - Peon
  - To open and close office on a daily basis
  - To deliver and pick-up mail, messages, documents, packages and other items to and the post office, or any other location that may be required.
  - To answer incoming calls, routing them to the proper individual and taking messages when appropriate.
  - To organize and maintain filing.
  - To make photocopies of reports and correspondence.
  - To coordinate the maintenance and repair of office equipment.
- Company Name : **M/S. CYGNET TECHNOLOGIES LTD**  
Period : January, 2015 till date  
Designation : Office Boy - Peon
  - To deliver and pick-up mail, messages, documents, packages and other items to and the post office, or any other location that may be required.
  - To maintain filing documents.
  - Collecting and distributing couriers or parcels among employees.
  - Helping the receptionist.

## **PERSONAL PARTICULARS:**

**Date of birth** : 20<sup>th</sup> July 1989  
**Marital Status** : Single  
**Nationality** : Indian  
**Religion** : Hindu  
**Languages known** : Marathi, Hindi & English

I hereby acknowledge that the information provided above is true to the best of my knowledge.

(Kamlesh Y. Bhave)