

# Resume

Ketan Yashwant Kadam

kadamniketan3@gmail.com

7303377503

## Objective

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To obtain a Bank Accountant position and utilize my experience and skills for the successful completion of each job task.

## Education

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Year of Passing:2012

Ssc(Maharashtra State Board )

55.09 %

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Year of Passing:2014

Hsc (Maharashtra State Board )

52.77 %

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## Experience

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02/01/2017-

Trackon Courier Pvt Ltd

30/05/2018

Data Entry Operater

EDP Staff

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## Skill

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1. Knowledge of MSCIT
2. Advance Excel and Microsoft Office Applications.
3. Tally and Microsoft PowerPoint

## Achievement

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## Strength

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1. Self-motivation, initiative with a high level of energy.
2. Decision making, critical thinking, organizing and planning.
3. Flexible to different situations.
4. Quick Learner.

## Interests

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1. Reading Books.
2. Listening music.
3. Gym

## Personal Details

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Name:Ketan Yashwant Kadam

Email:kadamniketan3@gmail.com

Mob:7303377503

DOB:24/12/1996

Address:Chhaya Niwas ,Trolly Line ,Near Dhobighat, Bhandup East .

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

Ketan Yashwant Kadam

MUMBAI