

RESUME

VIKAS GANGARAM SAGVEKAR

ADDRESS : - ROOM NO. 169, LINGGANA CHWL, MILIND NAGAR,
GAONDEVI, VAKOLA PIPELINE,
SANTACRUZ (E), MUMBAI-400055.
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CAREER OBJECTIVE

- ❖ To achieve my targets and Goals set.
- ❖ To grow up with the Organization.

WORK EXPERIENCE DETAILS

1.

Firm Name : City Bank Back Office
Duration : From 06/05/2018 Till Date
Designation : Senior Executive
Location : Mumbai.

JOB RESPONSIBILITY

Execution of work according to specification in contrac.

Do Excle Work

Working on Franking Machine

2.

❖ Firm Name : Medicare TPA Services Pvt. Ltd.
❖ Duration : From 20/06/2016 To 10/03/2018
❖ Designation : Executive-Operations
❖ Location : Mumbai.

JOB RESPONSIBILITY

❖ Execution of work according to specification in contrac.

2.

❖ Firm Name : BCD TRAVEL INDIA PVT LTD.
❖ Duration : From 10/09/2012 To 01/06/2016
❖ Designation : Back Office
❖ Location : Mumbai.

JOB RESPONSIBILITY

- ❖ Making Invoice Billing.
- ❖ Data Entry.
- ❖ Basic computer knowled

EDUCATION QUALIFICATION

QUALIFICATION	BOARD	YEAR OF PASS	PERCENTAGE
H.S.C.	Mumbai	2011	49.05%
S.S.C.	Mumbai	2007	Repeater

OTHER QUALIFICATION

- ❖ Basic knowledge in Computer/ M.S Office Excel.
- ❖ Advance excel

PERSONAL INFORMATION

Date of Birth : 23th August, 1986.
Gander : Male.
Martial : Married.
Language Known : Hindi, Marathi & English.
Nationality : Indian.
Hobbies : Listening music and Reading Books.
Strength : Hard Work & Positive thinking.

I confirm that all Information furnished above is true the best of my knowledge.

PLACE : MUMBAI
DATE :

(VIKAS G. SAGVEKAR)