

RESUME

SUSHANT MARUTI JADHAV

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Present Address- C-38, Sector-8/204,
Akash Ganga, Shantinagar,
Mira Road(E).Thane-401107 .



CAREER OBJECTIVE

- Like to work at grass root level for enhance the capacity of rural people to facilitate them the benefit provided by various agencies.
- “To put my professional and committed efforts in all the ventures that I undertake and contribute my best performance to the organization for its excellence in a competitive and challenging environment.”
- To enhance my rural management skills, simultaneously contributing to the success of Organization and Development of the rural areas and people.

EDUCATIONAL QUALIFICATION

Examination	University/Board	Division
GRADUATION	Mumbai University	2 nd
H.S.S.C(10+2)	Mumbai University	2 nd
S.S.C(10th)	Mumbai University	2 nd

WORK EXPERIENCE

I worked as Data Entry Operator (D.E.O) in Karvy Data Management for One Year

*Provide data entry tasks; accurate address research; logging documentation of contact.

*Process outgoing mailings; receipt; scanning logging of incoming mail.

*Process assistance in receiving and processing paperwork assisting staff with information required.

Topsgrup risk Intelligence Pvt. Ltd. (Since 05 April 2016 To 14 June 2019)

*Allocating work to report writers.

*Updating tracker of Daily work.

*Follow up with the process Team

*Update records and information in the database.

*Working on client Tracker.

*Making reports of education, employment, address, criminal, Database, ETC.

*Maintain operations by following policies and procedures; reporting needed changes.

*Maintain Clients confidence and protects operations by keeping information confidential.

AREA OF INTEREST

➤ Capacity Building & Strengthening of Local self Governance

➤ Report writing & Documentation and Material development for Capacity Building.

STRENGTHS AND SKILLS

- Relationship Building;
- Creative;
- Strategy Formulation;
- Target Oriented For both Organization and Individual;
- Data processing, analysis and Report writing.

LANGUAGES

Can read, write and speak English, Hindi and Marathi fluently.

PERSONAL DETAILS

Name	Sushant Maruti Jadhav
Father's Name	Maruti Sadashiv Jadhav
Mother's Name	Megha Maruti Jadhav
Date of Birth	26-07-1991
Sex	Male
Marital Status	Unmarried
Nationality	Indian

Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Thanking You.

Date:

Place: Mumbai

SUSHANT MARUTI JADHAV