

CURRICULAM VITAE

EMAIL : skondvilkar5@gmail.com

SWAPNIL PANDURANG KONDVILKAR Mobile: 7738520064.

Carrier Objectives :

“To get into an Organization which demands great amount of hard work and dedication where I can prove my skills and talent for the growth of the organization.” I wish to be in an environment that promotes team efforts and provide opportunities for value based growth”.

EXPERIENCE in Details:

Organization : *Emtek Motors & Lab Equipments*
Role / Designation : *Computer Operator & Data Entry Operator*
Period : *Since MAY 2011 to June 2019.*

Job Profile : *1. Receive Orders and execute i.e. Invoicing*
2. Follow up of payments.
3. Correspondence work of accounts
4. Making Excise Invoice Bills in Spectrum Software
5. Making Quotations, Letters, Performa
6. Entries - Sales, Purchase, Receipt, Payment,



Education Qualifications :

- *T.Y.B.COM passed in March 2015, with II CLASS from Mumbai University.*
- *HSC (Commerce) Passed in March 2006, with II CLASS from Mumbai board.*
- *SSC passed in March 2004 with II CLASS from Sandesh Vidyalaya Secondary School.*

Strength

Self Motivated professional, strong analytical and communication skills, hard working, adaptability to any kind of environment and understand the value of time, cost and quality of work. Honesty, Punctuality, Innovative and strong desire to growth in professional life.

Eligibility : To work in any shift

Operating Systems : Win, 2000, 2003, 2007 XP.

Packages : MS Office,

Web : Internet Concepts, E-mailing & Web Searching

Personal Profile

Name : *SWAPNIL KONDVILKAR*

Father's Name : *PANDURANG KONDVILKAR*

Date of Birth : *30TH OCT., 1988*

Place of Birth : *Mumbai*

Current Address : *SRA Bldg, Dr. Ambedkar Nagar Chs, A wing,
3 Rd flr, Room No- 305,
Near Maratha Mandal Natyagruh
Mulund- (E) Mumbai- 400 081*

Marital Status : *Single*

Religion : *Hindu-Chambhar*

Nationality : *Indian*

Interests : *Carrom, Cricket, Driving*

Languages Known : *English, Hindi, Marathi*

SWAPNIL P. KONDVILKAR

