

# “Resume”

**Mr. Roshan Vijay Jadhav**

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**E-mail :-** jadhavroshan0@gmail.com

**Contact :-** 9372821709/9167974765

**Date Of Birth :-** 25<sup>th</sup> February 1991.

**Address :-** 03, Sitaram Niwas, Near Star Colony, Manpada Road, Dombivli(E).

## Objectives

To Obtain Full Time Position in a Firm which offers a Professional Working Environment and Enables Me to Grow with Meeting the Corporate Goals.

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## Personal Skills

- Co-operations& Progressive in Firm.
- Always looking towards positive results, growth and gain knowledge.

## Professional Qualifications

- T.Y.B.Com passed in Year 2013 from Mumbai University with 61.14%
  - H.S.C Passed in Year 2010 from Maharashtra Board with 42.33%
  - S.S.C Passed in Year 2007 from Maharashtra board with 62.46%
  - Basic Computer Knowledge.
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## Career History - Previous Companies :-

**Job Title:** - Sr. Customer Service Exec.

**Department:** - Intelenet Backend Process.

**Company Name:** - Intelenet Global Services Pvt. Ltd.

**Working Period:** - 12 jan 2015 to 02 Aug 2016

### Key Roll :

- To Look Upon Ongoing backend activities.
  - Data Entry
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**Company Name :- Saheb Enterprises.**

**Job Title :-** Office Assistant.

**Working Period :-** 04 Aug 2016 to 30 April 2019

### Key Roll :-

- To Look Upon Back office Activities.
  - To Carry out & Maintain Documentation work.
  - To Perform Computer Operator work.
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**Hobbies & Interest :-** My Hobbies Is to listen music, reading and cricket.

I hereby to declare that above information is true as per my knowledge and behalf

**Mr. Roshan Jadhav**