

# LEVI NUNES

B-18 Pramukh Vatika, 396230 📍

7046970910 📞

[levinunes786@gmail.com](mailto:levinunes786@gmail.com) ✉️



## OBJECTIVE

To work for an organization which provides me the opportunity to improve my skills and knowledge to grow along with the organization objective. An enthusiastic skilled person with highly motivated and leadership skills having BBA in Business Administration.

*Willing to relocate: Anywhere*



## EDUCATION

HIGH SCHOOL DIPLOMA IN COMMERCE | FR. AGNELO ENGLISH HIGH SCHOOL  
2012 – 2014

49%

B.B.A IN RETAILING | JAIPUR NATIONAL UNIVERSITY  
2018 – PRESENT\*

61% (till now)



## EXPERIENCE

OFFICE ASSISTANT | DNH POWER DISTRIBUTION CORPORATION LTD.

06/2016 – 12/2016

- Use computers for various applications, such as database management or word processing.
- Create, maintain and enter information into databases.

OFFICE ASSISTANT | DNH POWER DISTRIBUTION CORPORATION LTD.

10/2017 – 07/2018

- Use computers for various applications, such as database management or word processing.
- Create, maintain and enter information into databases.
- Personal Assistant to the Managing Director.

LOWER DIVISION CLERK | SHRI VINOBA BHAVE CIVIL HOSPITAL

11/2018 – 01/2021

- Reports, memos, letters, and other documents, using word processing, spreadsheet and database or presentation software.
- Setup and manage paper and electronic filing systems, recording information, updating paperwork or maintaining documents such as staff & attendance records.
- Conducting meetings, interviews & advertising vacancy as per requirement.



## SKILLS

- Team leadership
- Commitment and desire to learn
- Excel sheet
- Creative problem solver



Gujarat Secondary & Higher Secondary Education Board, Gandhinagar

0216922 Examination Wing, Vadodara

STATEMENT OF MARKS CUM CERTIFICATE

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*This is to certify that*

NUNES LEVI AGNELO

*has acquired following grade in the Secondary School Certificate Examination and qualified for certificate thereof.*

MONTH & YEAR OF THE EXAM.	SEAT NO.	CENTRE NUMBER	SCHOOL INDEX NO.	SR. NO. OF STATEMENT
MARCH-2012	B 529491	238	72.008	788810

NAME OF THE SUBJECT WITH CODE NO.	TOTAL MARKS	MARKS OBTAINED + CONDONED	- TOTAL	MARKS OBTAINED IN WORDS	SUBJECT WISE GRADE
04 ENGLISH FL	100	068		ZERO SIX EIGHT	B2
10 SOCIAL SCIENCE	100	057		ZERO FIVE SEVEN	C1
11 SCIENCE & TECH.	100	054		ZERO FIVE FOUR	C1
12 MATHEMATICS	100	074		ZERO SEVEN FOUR	B1
13 GUJARATI SL	100	073		ZERO SEVEN THREE	B1
	500	326			

GRAND TOTAL OF MARKS OBTAINED	THREE HUNDRED TWENTY SIX ONLY
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PERFORMANCE IN THE SUBJECTS OF SCHOOL BASED EXAMINATION	
NAME OF THE SUBJECT WITH CODE NO.	SUBJECT WISE GRADE
14 HINDI SL	B2
40 YOG, SWA & SHA SHIK-T	B2
64 YOG, SWA & SHA SHIK-P	A2


GRADE	PERCENTILE RANK	DATE OF BIRTH (in Figure)
B2	69.53	15/08/96

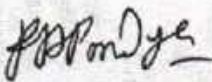
DATE OF BIRTH (in Words)	FIFTEEN AUGUST NINETEEN NINETY SIX
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RESULT	QUALIFIED FOR SECONDARY SCHOOL CERTIFICATE
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**IMPORTANT :** Any change in this document except by the Issuing Authority will result in cancellation of the document and shall also invoke imposition of appropriate legal action.

(i) XO : Indicates 'Exemption' (≥ 33%)  
(ii) AO : Indicates 'Absent'.



  
EXAMINATION SECRETARY






**ગુજરાત માધ્યમિક અને ઉચ્ચતર માધ્યમિક શિક્ષણ બોર્ડ, ગાંધીનગર**  
**Gujarat Secondary & Higher Secondary**  
**Education Board, Gandhinagar**

ગુણપત્રક-ઉચ્ચતર માધ્યમિક પ્રમાણપત્ર પરીક્ષા - 2014

H 0498771

Statement of Marks - Higher Secondary Certificate Examination - 2014

પરીક્ષણ માસ અને વર્ષ MONTH & YEAR OF THE EXAM.	કેન્દ્ર નંબર CENTRE NO.	શાળા ક્રમાંક SCHOOL INDEX NO.	પ્રવાહ STREAM	પત્રક ક્રમનુંક્રમ નંબર SR. NO. OF STATEMENT
MARCH 2014	093	20. 014	GENERAL	443690
સીટ નંબર SEAT NO.	ઉમેદવારનું નામ CANDIDATE'S NAME			
Q 227915	NUNES LEVI AGNELO			
વિષયનું નામ કોડ નંબર સાથે NAME OF THE SUBJECT WITH CODE NO.	કુલ ગુણ TOTAL MARKS	પ્રાપ્ત ગુણ - કુલ ગુણ = કુલ ગુણ MARKS OBTAINED + CONDONED = TOTAL	મેળવેલ ગુણ શબ્દોમાં MARKS OBTAINED IN WORDS	વિષયક કોડ SUBJECT WISE GRADE
006 ENGLISH (F.L.)	100	048	ZERO FOUR EIGHT	C2
008 GUJARATI (S.L.)	100	039	ZERO THREE NINE	D
022 ECONOMICS	100	043	ZERO FOUR THREE	C2
046 DRG. OF COMM.	100	047	ZERO FOUR SEVEN	C2
135 STATISTICS	100	076	ZERO SEVEN SIX	B1
154 ELEMENTS OF ACC	100	042	ZERO FOUR TWO	C2
331 COMPUTER - T	100	040	ZERO FOUR ZERO	D
332 COMPUTER - P	050	030	ZERO THREE ZERO	C1
કુલ ગુણમાંથી મેળવેલ ગુણ OBTAINED MARKS OUT OF TOTAL MARKS	365/750		ગ્રેડ GRADE	C2
મેળવેલ કુલ ગુણ શબ્દોમાં TOTAL MARKS OBTAINED IN WORDS	THREE HUNDRED SIXTY FIVE ONLY			
પરિણામ RESULT	ELIGIBLE FOR QUALIFYING CERTIFICATE			
ક્રમ માંક PERCENTILE RANK	29.34			
<p>ગુણપત્રક : આ ગુણપત્રકમાં કોઈ કોઈપણ સમાવિષ્ટો વિના અન્ય કોઈ સંસ્થા દ્વારા કરેલો નથી અને જો કરેલો તો ગુણપત્રક રદ થશે અને આ કાયદેસરના પગલાં લેશે.</p> <p>IMPORTANT : Any change in this document except by the issuing authority, will result into cancellation of the statement and shall also invoke imposition of appropriate legal action.</p>		 <p>પરીક્ષા સચિવ/EXAMINATION SECRETARY</p>		

**Gujarat Secondary &  
Higher Secondary Education Board**  
Gandhinagar H 14 - 0295345

*This is to certify that*

NUNES LEVI AGNELO  
*from*

FATHER AGNELO ENGLISH H. S. SCHOOL

*has passed Higher Secondary Certificate Examination  
March - 2014 in accordance with rules & regulations established  
by the Gujarat Secondary & Higher Secondary Education  
Board, Gandhinagar and is adjudged to have passed in  
Grade - C2 In testimony whereof are set the seal of  
Gujarat Secondary & Higher Secondary Education Board  
and the signatures of the competent authorities.*

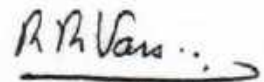
Seat No.	School No.	Sr. No. of Statement of Marks	Sr. No. of the Certificate	Stream
Q 229915	20. 014	443690	889037	GENERAL

*Date:* 31st May, 2014



Examination Secretary



  
Chairman





# JAIPUR NATIONAL UNIVERSITY, JAIPUR

www.jnujaipur.ac.in, www.sodel.jnujaipur.ac.in

## Statement of Marks

Sr. No. 86227



Name of the Programme : Bachelor of Business Administration  
(Retailing)  
Name of the Student : Nunes Levi Agnelo  
Father's Name : Agnelo Bosco Nunes  
Mother's Name : Zenita Orcelina Laurina Noronha

Examination : Dec-2018 (ODL/Distance)  
Year : First Year  
Enrolment No : JNU-jpr/de/18/01/88/00589  
Roll No. : 0260120180036

Paper Code	Title	Internal Evaluation		Term End Examination		Total Max. Marks	Total Marks Obtained	Remarks
		Max. Marks	Marks Obtained	Max. Marks	Marks Obtained			
BBA-101	Fundamentals of Accounting	30	23	70	32	100	55	P
BBA-102	Business Ethics & Environment	30	23	70	21	100	44	P
BBA-103	Principles of Management	30	22	70	31	100	53	P
BBA-104	Legal Framework	30	24	70	23	100	47	P
BBA-105	Business Economics	30	24	70	28	100	52	P
BBA-106	Retail Management	30	24	70	28	100	52	P
BBA-107	Communication & Computer Application	30	24	70	50	100	74	P

### AGGREGATE MARKS

Year →	First			Grand Total	Result	Division / Grade
Max. Marks	700	***	***	700	PASS	--
Marks Obtained	377	***	***	377		

Date: 24 May 2019

Prepared by

Checked by

Digitally Signed By:  
KRIPA KRISHNA GAUTAM  
COE, JNU Jaipur  
Controller of Examinations  
DE36AA2E67C8DFA8



# JAIPUR NATIONAL UNIVERSITY, JAIPUR

www.jnujaipur.ac.in, www.sodel.jnujaipur.ac.in

## Statement of Marks

Sr. No. 173246



Name of the Programme : Bachelor of Business Administration  
(Retailing)  
Name of the Student : Nunes Levi Agnelo  
Father's Name : Agnelo Bosco Nunes  
Mother's Name : Zenita Orcelina Laurina Noronha

Examination : Dec-2019 (ODL/Distance)  
Year : Second Year  
Enrolment No : JNU-jpr/de/18/01/88/00589  
Roll No. : 021760119010020

Paper Code	Title	Internal Evaluation		Term and Examination		Total Max. Marks	Total Marks Obtained	Remarks
		Max. Marks	Marks Obtained	Max. Marks	Marks Obtained			
BBA-201	Cost and Management Accounting	30	23	70	30	100	53	P
BBA-202	Economic Environment	30	24	70	49	100	73	P
BBA-203	Marketing Management	30	23	70	42	100	65	P
BBA-204	Human Resources Management	30	24	70	38	100	62	P
BBA-205	Company Law	30	23	70	33	100	56	P
BBA-206	Project Management and Entrepreneurship Development	30	24	70	34	100	58	P
BBA-207	Operation Management	30	23	70	37	100	60	P

### AGGREGATE MARKS

Year →	Second			Grand Total	Result	Division / Grade
Max. Marks	700	***	***	700	PASS	-
Marks Obtained	427	***	***	427		

Date 04 Aug 2020

Prepared by

Checked by

Digitally Signed By:  
KRIPA KRISHNA GAUTAM  
COE, JNU Jaipur  
Coordinator of Examinations  
275097BA52EA3831

**श्री राम सायकल**

कीलवणी नाका सेलवासा-३९६ २३०.

Phone : (0260) 2643376



**SHREE RAM CYCLE**

Autho. Dealers of : B.S.A & HERCULES CYCLES

Wholesalers in : BYCYCLE, TRICYCLE SPARE PARTS & ACCESSORIES

KILVANI NAKA, SILVASSA - 396 230. (U.T. OF D. & N. H.)



## TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr. LEVI AGNELO NUNES** has worked as a Data Entry Operator for my store, he also used to do my official and banking work. The software he has worked on is Tally erp 9. He had worked from July 2012 to March 2014 as a part time employee and from May 2014 to June 2016 for full time.

He bears good character, He is honest & hard working, and We do not have any dues towards him. We wish him a successful & smooth life.

We confirm all information is true and correct as per my knowledge.

Thanking You.

Yours Sincerely,

Prop, Nitin Koradiya,  
Shree ram cycle,  
Silvassa.



Date: 30-April-2018

Employee Name: Levi Agnelo Nunes,  
Employee Code: SBCEL/2016-17/0122

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Levi Agnelo Nunes was working with us from 16-june-2016 to 12-Dec-2016.

His last designation held was Office Assistance Level 1.

According to his performance reports received from his reporting manager his performance during the said period has been satisfactory.

We wish him all the best in his future endeavor.

For SBC Exports Ltd



Deo Kumar  
Sr. Manager - HR & Talent Acquisition



*Rogi Kalyan Samiti  
Office of the Member Secretary (RKS)  
Shri Vinoba Bhave Civil Hospital*

*No. MS/RKS/VBCH/PJ/2017/45/59*

*Silvassa.*

*Date: 11 / 01 / 2021  
02*

**CERTIFICATE**

*This is to certify that Mr. Levi Agnelo Nunes, was working as Lower Division Clerk on short term contract basis under Rogi Kalyan Samiti of Shri Vinoba Bhave Civil Hospital, Silvassa from 16/11/2018 to 31/03/2019 with two days break after completion of six months. The contractual period was upto 31/03/2019.*

*This certificate is issued to Mr. Levi Agnelo Nunes, Lower Division Clerk for service purpose only.*



*(Dr. V. K. Das)  
Member Secretary (RKS)  
Shri Vinoba Bhave Civil Hospital  
Dadra & Nagar Haveli  
Silvassa*

*To  
Mr. Levi Agnelo Nunes  
Lower Division Clerk,  
RKS, Shri VBCH, Silvassa*

*Rogi Kalyan Samiti  
Office of the Member Secretary (RKS)  
Shri Vinoba Bhave Civil Hospital*

*No. MS/RKS/VBCH/PJ/2017/45/58*

*Silvassa.*

*Date: 11/01/2021  
02*

**CERTIFICATE**

*This is to certify that Mr. Levi Agnelo Nunes, was working as Lower Division Clerk on short term contract basis under Rogi Kalyan Samiti of Shri Vinoba Bhave Civil Hospital, Silvassa from 01/04/2019 to 31/03/2020 with two days break after completion of six months. The contractual period was upto 31/03/2020.*

*This certificate is issued to Mr. Levi Agnelo Nunes, Lower Division Clerk for service purpose only.*



*(Dr. V. K. Das)*  
*Member Secretary (RKS)*  
*Shri Vinoba Bhave Civil Hospital*  
*Dadra & Nagar Haveli*  
*Silvassa*

*To*  
*Mr. Levi Agnelo Nunes*  
*Lower Division Clerk,*  
*RKS, Shri VBCH, Silvassa*



*Rogi Kalyan Samiti  
Office of the Member Secretary (RKS)  
Shri Vinoba Bhave Civil Hospital*

*No. MS/RKS/VBCH/PJ/2017/45/57*

*Silvassa.*

*Date: 11 / 01 / 2021  
02*

**CERTIFICATE**

*This is to certify that Mr. Levi Agnelo Nunes, was working as Lower Division Clerk on short term contract basis under Rogi Kalyan Samiti of Shri Vinoba Bhave Civil Hospital, Silvassa from 01/04/2020 to 30/09/2020. The contractual period was upto 30/09/2020.*

*This certificate is issued to Mr. Levi Agnelo Nunes, Lower Division Clerk for service purpose only.*



*(Dr. V. K. Das)  
Member Secretary (RKS)  
Shri Vinoba Bhave Civil Hospital  
Dadra & Nagar Haveli  
Silvassa*

*To  
Mr. Levi Agnelo Nunes  
Lower Division Clerk,  
RKS, Shri VBCH, Silvassa*

*Administration of  
Dadra & Nagar Haveli, U.T.,  
Office of the Member Secretary (RKS)  
Shri Vinoba Bhave Civil Hospital*

*No. MS/RKS/VBCH/PF/2017/45/56*

*Silvassa.*

*Date: 11/01/2021  
02*

**CERTIFICATE**

*This is to certify that Mr. Levi Agnelo Nunes, was working as Lower Division Clerk on short term contract basis under Rogi Kalyan Samiti of Shri Vinoba Bhave Civil Hospital, Silvassa from 03/10/2020 to 05/01/2021. The contractual period was upto 31/03/2021.*

*This certificate is issued to Mr. Levi Agnelo Nunes, Lower Division Clerk for service purpose only.*



*(Dr. V. K. Das)  
Member Secretary (RKS)  
Shri Vinoba Bhave Civil Hospital  
Dadra & Nagar Haveli  
Silvassa*

*To  
Mr. Levi Agnelo Nunes  
Lower Division Clerk,  
RKS, Shri VBCH, Silvassa*



Rogi Kalyan Samiti  
Office of the Member Secretary (RKS)  
Shri Vinoba Bhave Civil Hospital

No.MS/RKS/VBCH/PF/2017/45 | 33

Silvassa  
Dtd 28/01/2021

**ORDER**

The contract of Mr. Levi Agnelo Nunes, Lower Division Clerk on short term contract basis under Rogi Kalyan Samiti with Shri Vinoba Bhave Civil Hospital, Silvassa is hereby terminated as per his own request and he is relieved w.e.f. 05/01/2021 after duty hours.

  
(Dr.V.K.Das)

Member Secretary (RKS)

To  
Mr. Levi Agnelo Nunes,  
Lower Division Clerk.

**Copy to:**

1. In-Charge (RKS), VBCH, Silvassa.
2. Account Section (RKS), VBCH, Silvassa.

TM

**Aptech**

COMPUTER EDUCATION

Unleash your potential

068301

Sr. No.

# Certificate of Participation

This credential is awarded to

NUNES LEVI AGNELO

on the 12TH day of the month of AUGUST

in the year 2014 for completing the following course

VIDYA (COMPUTER FUNDAMENTALS, MS-OFFICE - WORD, EXCEL &amp; POWERPOINT AND INTERNET)

of 40 HOURS duration at the SILVASSA Centre during the period from

16-May-2014 to 15-Jul-2014

Dated: 12-Aug-2014



Authorized Signatory

CTR0508



# Institute of Information & Computer Technology

Under

ઓલ ગુજરાત કોમ્પ્યુટર સાક્ષરતા અભિયાન સંસ્થા

(રજી. નં. GJ - F/2894)

## Certificate



No 22509



Reg. No 63402

IICT



COMPUTER EDUCATION

An ISO 9001:2008 Certified Institute

Date 10/02/2016

*This is to certify that Shri/Smt./Ku.*

**Nunes Levi Agnelo**

*having been examined and found pass in*

**Certificate Course in Accounting**

*conducted by All Gujarat Computer Saksharta, Abhiyan Sanstha for*  
**3 (Three)**

*months and is being awarded this certificate.*

*He/She has been placed in Grade* **A**

COMPUTER EDUCATION

An ISO 9001:2008 Certified Institute



Chairman

- Computerized Accounting(Tally. ERP 9)
- Account, VAT, Inventory
- CST,TDS,Service Tax

*K.A. Teivari*

Course Co-ordinator



Centre Seal

Grade Scale : E 90% and above, A+80%-89.9%, A 70%-79.9% , B+ 60%-69.9%, B 50%-59.9%, C 40%-49.9%

Head Office : 5, Raghuvanshi Flats, Station Road, Halvad (Guj.)

No. RD/Domicile / GNL / 1408 / 2015  
Office of the Mamlatdar  
Dadra and Nagar Haveli  
Silvassa. Dt. 11 / 03 / 2015

## **CERTIFICATE OF AGE , NATIONALITY AND DOMICILE**

(Issued by the Authority in the U. T. of Dadra and Nagar Haveli)  
On Submission of the proof noted below )

It is hereby Certified that :- Shri / Smt. / Kumari Nunes Levi Agnelo  
was born on the 15<sup>th</sup> day of August in the year of  
One Thousand Nine-Hundred and Ninety - six at Silvassa  
In the State of — Union Territory of Dadra and Nagar Haveli within  
the Territory of India.

That He / ~~She~~ is CITIZEN OF INDIA

That He / ~~She~~ is DOMICILE in Village Silvassa  
Union Territory of Dadra and Nagar Haveli.

Particulars of Proof Submitted.

- ☒ A. Answer given by the applicant on the prescribed form of the questionaries.
- ☒ B. Birth / Baptism / Matriculation : of School Leaving or like certificate.
- ☒ C. (Other Proof) : Panchnama, Service Certificate.
- ☒ D. Affidavit / Declaration of : Ration Card and Electoral Roll.

Place at Silvassa., This 11<sup>th</sup> Day of March - 2015



[Signature]  
**Mamlatdar**  
Dadra and Nagar Haveli  
Silvassa