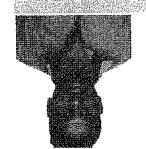
989/12-0206/2055

from Gazetted officer.. Certificates supporting your educational qualifications along with mark sheets dully signed and stamped

- .9mus9A
- Schooling certificate (SSC/SSLC) in support of your age.
- 12th class /Intermediate certificate.
- Graduation /Post graduation.
- Professional certificates.
- Your latest 3 months salary slip or salary certificate and supporting bank statement.
- Your Offer Appointment letters from all previous organization.
- Your relieving / Experience letters from all previous organization.

- Form 16 or Taxable Income statement duly certified by previous employer.
- 4 Passport size Photographs.
- Address proof Present and Permanent & Landlord Name and Number.
- Valid Passport.
- Bank Account Details / Cancelled cheque.
- NA9

варпі қпшаг Regards,



HARISH CHANDU NANDIKAULE

Email ID- harishnk013@gmail.com Contact No.+91-9657651560 / 8412882606

Career Objective

Highly managerial skills want to implement for organizational growth and it should also provide me financial stability.

Career Summary

A detail-oriented and highly skilled in managing things possesses rich experience of 3 years, 3 months as an Office Assistant.

Proficient in managing documents.

Expert in prioritizing the work.

Excellence in providing comprehensive secretarial and administrative support

to colleagues.

Proficient in executing the programs using the limited resources.

Expert in assisting the seniors and manage the routine daily organization life.

An enthusiastic person who performs all office tasks to the highest standard and within given timescales.

Excellent communication skills in written and verbal

both. Proven electronic diary management skills.

Educational Qualification

			Fraining Institute
		eoitos19	duration through Mapusa
%09 ⁻ 94	810S tsuguA	Secretarial	of one year
,,,,,,			Certificate course
			bətəlqmoO
%8t	March 2015	Commerce	H2SC
%69	March 2013		OSS
Percentago	Year of Passing	means	Gualification

Additional Course : Diploma In E-Commerce (MS-Word, Ms. Excel, Ms. Power

point, Tally ERP9, Internet-Email) in 6 months course

Shorthand Computer Typing Speeds 80/40 W.P.Per Minute



MOBK EXSERIENCE

1 month in Administrative training in Revenue Department of Secretariat, Porvorim-Goa.

5 months in Gos TimeLine as an office assistant

3 years & 3 months in Aarvi Encon Ltd., for Gos Natural Gas Pvt Ltd. (Date of

oining of 1202.10.16 till 31.01.2021 As Office assistant)

Computer Knowledge

Proficient in basic use of computer Internet savvy.

Key Responsibilities Handled

Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.

Make daily work plan for seniors with proper timing.

Provide general information to the customers.

Manage the daily incoming of the customers.

was on a formation from our of reprint

Manage the documents appropriately.

Handle all the other responsibilities related to the job.

Personal Details

Date of birth – 13/05/1996 Languages Known - English, Hindi, Konkani, and Marathi Address - HNO-1037/3 BELBHAT CHORAO TISWADI GOA







Human Resource Inventory

Second Previous Employer (From – To) (if any)	
Third Previous Employer (From – To) (if any)	MIJ ELAIDIGIASCZ
-ourth Previous Employer (From – To) (if any)	RAT ENTER PRISES.
(oT – moral) yer (From – To	COCHAE - 81-VON DITTA (NOV. 18 - 31-NO)
Skill Sets / Database (Please refer to Annexure – I)	
Fechnology / Platform (Please refer to Annexure – I)	
Functional Area (Please refer to Annexure – I)	
Full Time / Part Time/ Distance & Year of Passing	JULL TIME
Additional Qualification/Courses/Diploma – {with %}	17 - SECRETARIAL PRAKTILE - 75-50/.
ull Time / Part Time/ Distance & Year of Passing	
Qualification (Post Graduation) – {with %}	
ull Time / Part Time/ Distance & Year of Passing	
Qualification (Graduation) – {with %}	
ducational Qualification – <u>12th</u> (Year & Marks in %)	7.87
ducational Qualification – <u>10th</u> (Year & Marks in %)	1.65
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∆obile Number – 2	0951594596
Aobile Number – 1	8412882606
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uorrent Job Location	VOROVORIN GOA
heferred Location	VOV 11760.000
Aarital Status (Single / Married)	SNALE
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epartment / Project Name	GOA NATURAL GAS PRIVATE LINITED
ocation / Bhawan (of Deployment)	POROVORIN, GOA
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ate of Birth (DD.MM.YYYY)	9661.50.81
ather's Mobile	8+655+5098
агрес,г Лате	EMANDU NANDIEME
ermanent Address (with PO, Pin Code)	(SAME AS ABOVE)
ddress of Correspondence (with PO, Pin Code)	HOSORT ISLAND, CHORAD 403102
ame of the Candidate / Applicant	HARISH NANDIKULE

Prakhar Software Solutions Pvt. Ltd.

B-1/44, LGF, Malviya Nagar (Near Tikona Park), New Delhi - 110017 (India)

Ph: +91-11-40631622 | Mail: info@prakharsoftwares.com | Web: www.prakharsoftwares.com

Offices: Delhi, Gaziabad, Pune, Durg, Indore, Bhopal, Jaipur, Bangalore, Mirzapur, Ranchi





Previous ESI No. (IF Any)

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ersonal Reference with Mobile No.	
anguage Known (Hindi/English/Punjabi/Bengali)	ENGLISH, HIND, LONKANI & NAPATHI
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Present Address	
Permanent Address	
(DD/MM/XXXX)	
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Adhaar card No.	
Father's Name	
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New Format for Employees and Family Details for

Prakhar Software Solutions Pvt. Ltd.





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POINT TO BE NOTED

- T. Scan copy of adhaar card of yours
- 2. Scan copy of adhast card of your all family member.
- 3. Kindly mention the Date of Birth in DD/MM/YYYY format as per Adhaar card.

<u>Disclaimer</u>: This communication is of company's representative. The company has the right to keep your information or suployment opportunity for educated, talented and hardworking, candidates/ professionals. If any individual found in sharing an inappropriate and falsification information to company's representative or any third party, or also being involved in receiving or giving any kind of financial help or commission or support in lieu of providing the employment to his/her friends, relatives, colleagues etc. will go through the legal proceedings. The company has the right to take a necessary action. All the fields are mandatory and please follow the legal proceedings. The company has information, logical proceedings. The company has an information, logical proceedings. The company has an information, logical proceedings. The company has a information in a proceedings are mandatory and please follow the rights to go for any reference check information.

without intimating resource to validate the information.

Declaration Form

(To be retained by the Employer for future reference)

Employees' Provident Fund Organization

THE EMPLOYEES' PROVIDENT FUNDS SCHEME, 1952 (PARAGRAPH-34 & 57)

THE EMPLOYEES' PENSION SCHEME, 1995 (PARAGRAPH-24)

DECLARATION BY A PERSON TAKING UP EMPLOYMENT IN AN ESTABLISHMENT ON WHICH EMPLOYEES, PROVIDENT FUND SCHEME,

6) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PEUSION SCHEME, 1995? ON (PLEASE TICK) 8) WHETHER EARLIER A MEMBER OF THE EMPLOYEES' PROVIDENT FUND SCHEME, 1952? 0 (0) X (YNA FI) (IF ANY) (YNA FI) 9 MOBILE NUMBER (PLEASE TICK) **BIAM** 2) CENDER TRANSGENDER FEMALE (PLEASE TICK) **GNABRUH A**BHTA 4) RELATIONSHIP IN RESPECT OF (3) ABOVE HUSBAND'S NAME H MR, 3) FATHER'S/ 0 ATE OF BIRTH W D W D (PLEASE TICK) .zM MRS. K (TITLE) I) NAME (PLEASE GO THROUGH THE INSTRUCTIONS) 1952 AND/OR EMPLOYEES' PENSION SCHEME, 1995 IS APPLICABLE.

E JO I abed

IF RESPONSE TO ANY OR BOTH OF (8) & (9) ABOVE IS YES, THEN MANDATORILY FILL UP THE PREVIOUS EMPLOYMENT DETAILS

ON

:(S1,811,01) TA

(PLEASE TICK)

ESIC CARD 19810000 RATION CARD 4440350363 ELECTION CARD 2910000 LOJ- 1045) 10/40 DRIVING LICENCE **TAO922A9** Bbm BNJ3047 NUMBER (PAN) **Ре**вмеие Ассолит AAAHQAA\A9N 416424180C SIGODOODNIES BANK ACCOUNT-1* REMARKS, IF ANY NUMBER NAME AS ON KYC DOCUMENT KYC DOCUMENT TYPE

IN) KYC DETAILS

THE ACT OF THE PERSON NAMED IN THE PERSON NAME	
AVAIL BETTER SERVICES. SELF-ATTESTED PHOTOCOPIES OF THE DOCUMENTS MUST BE ATTACHED WITH THIS FORM	
ARE HOWEVER ADVISED TO PROVIDE ALL KYC DOCUMENTS AVAILABLE WITH YOU IN ADDITION TO MANDATORY KYCS TO	
* Mandatory Field (NOTE: Bank Account NUMBER (ALONG WITH ITSC CODE) IS MANDATORY. YOU	

	KII			

- A. I CERTIFY THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.
- B. IN CASE, EARLIER A MEMBER OF EPF SCHEME, 1952 AND/OR EPS, 1995,
- (I) I HAVE ENSURED THE CORRECTNESS OF MY UAN PREVIOUS PF MEMBER ID.

 (II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE I
- (II) THIS MAY ALSO BE TREATED AS MY REQUEST FOR TRANSFER OF FUNDS AND SERVICE DETAILS IF APPLICABLE FROM THE PREVIOUS ACCOUNT AS DECLARED ABOVE TO THE PRESENT. (THE TRANSFER WOULD BE POSSIBLE ONLY IF THE IDENTIFIED KYC DETAILS APPROVED BY PRESENT EMPLOYER HAS BEEN VERIFIED BY PRESENT EMPLOYER USING HIS DIGITAL SIGNATURE CERTIFICATE).
- (III) I AM AWARE THAT I CAN SUBMIT MY NOMINATION FORM THROUGH UAN BASED MEMBER PORTAL.

ESTABLISHMENT,	TRANSFER OF FUNDS FROM HIS PREVIOUS	PHYSICAL CLAIM (FORM-13) FOR		
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	ON BY PRESENT EMPLOYER	DECLARATIO		
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S. A.		170	11/05/5	:ЭТАД

Tel.: 91-22-4049 99

-mail : info@aarviencon.com



ASI'VI FICOR L'INIÉCE Formenty known as Agivi Encon Private L'imited

CIM: L29290MH1987PLC045499

(7002: 10081 SASHO & 3102: 1009 OSI)

Regd. Office : B1-503, 6th Floor, Marathon Innova, Marathon Nextgen Complex, Opp. Peninsula Park, Lower Parel, Mumbai - 400 013, MDIA.

November 20, 2019

VEL/LOC-GNGL/2019

Name :Mr. Harish Chandu Nandikule (GNG07)

Designation : Office Assistant

Location : Goa

Salary Revision

Dear Mr. Harish Chandu Nandikule,

We are glad to inform you that, your salary has been revised as follows with effective from $\mathbb{1}^{st}$ November 2019 \cdot

Your revised CTC of Rs.23550/- per month inclusive of all the allowance perks and benefits is as follows:-

	סדס	:	.sЯ	099EZ	Per month
Labour Welfare Fund		:	.zA	30	Per month
Morkmen Çompensation	'	:	Rs.	0	dtnom 19q
EZIC	-	:	Rs,	689	ber month
Ex-gratia in lieu of Bonus		:	, RS,	657T	ber month
AEL PF Contribution (13%)		:	Rs.	996ī	per month
	ssone	:	.zЯ	9 5 96T	ber month
Project Allowance		:	.sЯ	9897	per month
Basic		:	.sЯ	12150	ber month

All other terms and conditions will remain same as per our earlier appointment letter.

We hope you would continue to put in your best efforts.

Thanking you.

Yours faithfully, FOR AARVI ENCON, LTD.

SANTOSH K.

The M



Government of Gos Revenue Department

Revenue Department Secretariat, Porvorim-Goa. 403 521

Dated: 31/05/2016

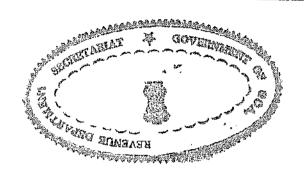
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CERTIFICATE

This is to certify that Shri Harish C. Nandikaule, Trade: Secretarial Practice, posted in Revenue Department on 02/05/2016 has attended his duty regularly in this Department for the period from 02/05/2016 to 31/05/2016.

His performance during the above Training period was found to be very good and he has better prospect for his future endeavours.

(Anjy S. Kerkar) Under Secretary(Revenue-II) ,oT



Shri Hairsh C. Nandikaule, Trade: Secretarial Practice, R/o H.No. 1037/3, Belbhat, Chorao, Tiswadi Goa.

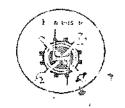
/***** 미i. Jel: (0832) 2419696 톰 Rax: (0832) 2419670 및 email: usrev2-sect.goa@nic.in











Government of Goa

DIRECTORATE OF SKILL DEVELOPMENT & ENTREPRENEURSHIP

Mapusa Government Industrial Training

INZIILALE

Ph:(0832)2262637 Behind District Hospital, Peddem, Mapusa-Goa 403 507

ni. mapusa-iii.goa@nic.in

Website: www.itimapusa.goa.gov.in

(3 Chaitra 1938-39) Date : 44/03/2017

BELNO: NOT-14/WEILI/LKE/SOT2-5016/3 AB

CERTIFICATE

respectively. 2016 has attained the speed of 80/40 w.p.m. in Shorthand and Typing having successfully passed the All India Trade Test of Craftsmen NCVT in July, Institute during academic session 2015-2016 in the trade Secretarial Practice This is to certify that Kum. Harish Chandu Nandikaule, a Trainee of this

This Certificate is issued to him at his/her own request.

& Entrepreneurship. This is issued with the approval of Director of Directorate of Skill Development

Isqionin9 (Sheetal P. Desai) TISINET-



Office Seal

Tiswadi - Goa. Belbhat, Chorao, Kum. Harish Chandu Nandikaule,





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संदर्भन साचेव Member Secretary

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अदस्य समिव Member Secretary

प्रकार : स्वतः स्वातं र स्वातं क्षातं हिलाला Council For Vocational Training

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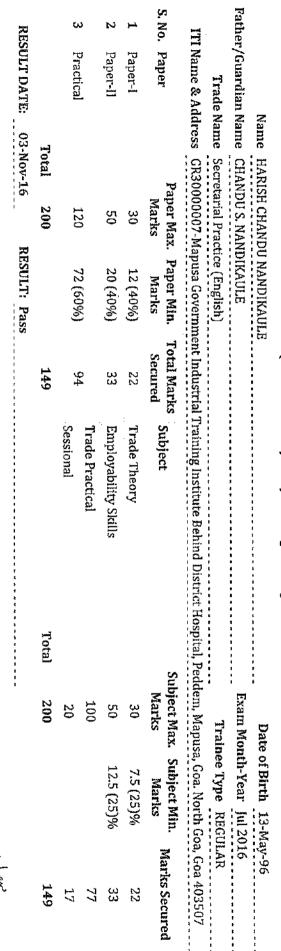




STATEMENT OF MARKS FOR AITT CONDUCTED UNDER THE AEGIES OF NCVT



Semester - 2 (CTS Semester System) Non Engineering Trades



दिनांक/Date 07-Nov-16

Member Secretary NCVT

the roll number. verification through scanning the QR code printed above. The verification can also be done by visiting NCVT MIS portal (http://ncvtmis.gov.in/Pages/MarkSheet/Validate.aspx) and entering This is a computer generated Mark Sheet and it does not require any physical signature or attestation. All contents of this Mark Sheet can be verified for authenticity by the process of online

in this computer generated certificate that cannot be validated by the NCVT MIS portal. NCVT also reserves the right to take appropriate legal action in such cases The NCVT shall not be responsible for any direct or indirect financial losses, any loss of goodwill or reputation, or any other loss or damage caused by any incorrect / fraudulent information

B



Roll No.: 00150830152094



STATEMENT OF MARKS FOR AITT CONDUCTED UNDER THE AEGIES OF NCVT



Academic Session - Aug 2015

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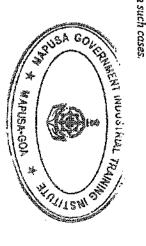
दिनांक/Date 10-May-

Member Secretary NCVT

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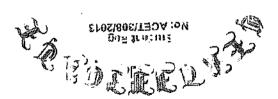


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Hanjim Branch

Patto Center Bidg., 1st floor, Nr. Regos Hotel, Barv Schrift, e. Fatt, F. P. Tr. C. C. a. 13001



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HARISH MANDIKULE

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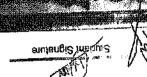
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GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, ALTO-BETIM, GO.

TOTTOST

TROITOR

Statement showing the Grades/Marks obtained in each subject by

NANDIKAULE HARISH CHANDU

Equet's Name: NANDIKAULE CHANDU

at the Higher Secondary School Certificate Examination in General Stream with the following particulars.

Escript: COMMERCE

ВІСНОГІМ	09-SH	POAZI	14420451	MARCH 2015
Centre	School Index	Seat Number	Exam Reg. No.	Month & Year of Examination

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Statement of Grades / Marks

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8	9 9	2. Health Education. Physical Education & Sports 3. You'ch Red Cross 4. Environment Education	
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benierdo sebere	Minimum grade for passing	School Assessment Subjects	

Sports Marks: 2

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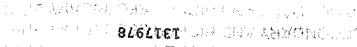
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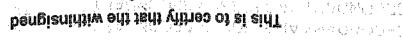


Note: No Change in this statement of Grades/Marks shall be made except by the authority issuing it. Any infringement of this requirement will be decided by the cancellation of the statement in question and may also involve imposition of other appropriate penalty as may be decided by the Behoo of the School and certified by the Head of the School and the Head of the Head o

GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, ALTO-BETIM, GOA

Passing, Certificate cum Statement of Grades 1317978





NANDIKAULE HARISH CHANDU

at the Secondary School Certificate Examination with the following particulars.

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Centre	Xebril foorb2	19dmuM Jaa2	.ом. дея техз	Month & Year of Examination

Modifie Name: NANDIKAULE BABITA CHANDU

Feliner's Name: NANDIKAULE CHANDU

Statement of Grades

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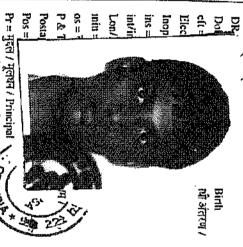
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Signature of the Factor Mediution

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भारताच स्टेट बैंक State Bank of India

rd = आवर्ति जमा / आवर्ति जमा / Recurring Deposit

Processing Charge

(SB + linked MOD wc.)

proc = संसाधतं प्रभार / प्रक्रिया प्रभार /

Savings Bank Account 88632017047

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Customer Name: Mr. HARISH CHANDU NANDIKULE Account Me :

Address: M. NO. 1156 CHODAN MADEL S/D/W/H/o: CHANDU MANDIKULE

CHODAN GOA-PANAJI

Phone: NORTH GOA 403102

TROLL:

JMOPES NUMBER - 1800 112211 / 1800425 JapaST a_u_B_Caf_MajorJat

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17/12/2015 7677901 Date of Issue:17/12, Branch Code:513 Email:sbimap@sancharnet; Phone: 2252742

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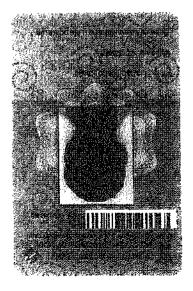


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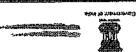
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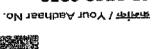


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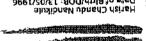




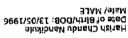
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S/O Chandikaule, 1037/3, Beibhat Chorao, Resort Island. Chorao, North Goa.

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GOVERNMENT OF GOA

DIRECTORATE OF GPORTS & YOUTH ATTARS

HIGHER SECONDARY SCHOOL SPORTS

20% — 2015

ZOINAL LEVEL

PARTICIPATION OF RIFICATE

This is to certify that Master/Miss. Mandi Kaule 10.56

from K & P Sellson Higher Secondary School C. M.O. C.

Date: 18/02/2016

Place: Fandi

Asstt. Director (Sports)