

RESUME

1. **Name** : Mr. Prakash Maruti Patil
2. **Postal Address** : Shivasmurti Building, Room No. 209,
Second Floor, N. M. Joshi Marg,
Curry Road Naka, Lower Parel (East),
Mumbai-400 013
Mob-9769852087 / 9076287764
Email Id- prakashmpatil25@yahoo.in

3. **Personal Details** :

- Nationality : Indian (Maharashtra)
- Date of Birth : 02nd March 1987
- Gender : Male
- Marital Status : Unmarried
- Languages Known : Marathi, Hindi and English
- Religion : Hindu-Maratha
- Hobbies : Cricket

4. **Educational Qualification** :

- SSC passed - 2003 from Maharashtra State Board with Second Class.
- HSC passed - 2005 from Maharashtra State Board with Second Class.
- B Com passed - 2011 from Chhatrapati Shivaji University, Kolhapur with Second Class.

5. **Non Academic Pursuits** :

- Marathi typing 30 w.p.m. govt. certificate course complete year 2010 (G.C.C. exam.)
- English 40 w.p.m. Typing Certificate Course Complete year 2011 (G.C.C. exam.)
- MS-CIT Certificate Course Complete year 2007 from MSBTE

6. Professional Experience :

a) M/s. Nelito Systems Ltd. (Jun.2010 to Jan 2011)

- Election Commission Office Maharashtra Government, Kandhivali, 161 Charkop.
- Marathi and English Data Entry Operator.

b) M/s. Arun Selevn Logistics Pvt. Ltd. (March 2011 to Dec 2011)

- Data Entry Operator (E- mail Sending, Data sending, Dkt. Entry, E- Mail checking)

c) M/s. Shree Mahalaxmi Co-op Credit Society Ltd. (Jan.2012 to July 2012)

- Clerk-cum-Computer Operator(update for customer details, Daily Cash Book, RD, FD, etc.)

d) M/s. Maharashtra State Excise. (July 2012 to July 2015)

- Clerk-cum-Computer Operator (update for Monthly Officers Diary, Monthly Division Comparative Statement, update for monthly Division Cases)

e) M/s. Mahanagar Gas Ltd. (July 2015 to Till Date)

Purchase Assistant (Contracts & Procurement)

- Preparation of Tender Documents and Bidder Qualification Criteria.
- Preparation of Proposal for Floating of Tender,Award of Contract and Refund of Earnest Money Deposit.
- Preparation of Comparative Statement.
- Preparation of Purchase Order, Work Order, Deliver Order and Sales Order Copies.
- Follow With Contractor For Timely Submission of Bank Guarantee.

I here by declare that the above furnished particulars are true, complete and correct to the best of my knowledge and belief.

Date: 28/05/2019

Place: Mumbai

(Prakash Maruti Patil)