RAHUL YASHWANT SHELAR

Email: shelarrahul26@gmail.com
Contact No: +91 8286922109 / 7977119441

CAREER OBJECTIVE

To work hard for company and help to grow my company at my best of work in the every field. Always hoping to do better.

JOB EXPERIENCE

Company: K. P. ASSOCIATES
Post: Back office and Site Supervisor
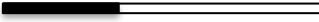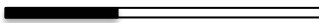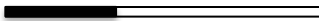Year: June 2017 To December 2019
Role:

- Handling all office work such as preparing bank guaranty (BG), Invoice, purchase order, purchase materials list in word and excel.
- Replay to venders' queries and arrangement of all required document before of submit govt E-tender.
- Operating Computer and Internet, receiving and replying emails.
- Handling outside works visit the site & BMC officer.
- Maintaining other records in system and follow up for payment.

CERTIFIED COURSES

- ❖ Completed DFM (Diploma in Financial management)
- ❖ MS Word, Power-point, Excel, Outlook
- ❖ Taxations valuation, VAT.

SKILLS

- ❖ Microsoft office – Word, Excel, Power Point
- ❖ Advance Excel
- ❖ Tally ERP 9
- ❖ Adobe Photoshop
- ❖ Corel Draw

EDUCATIONAL QUALIFICATIONS

- ❖ **SSC**
  Year- March 2011
  School- Samata Vidya Mandir
  University - Maharashtra State Board
  Marks- 61.27%

❖ HSC

Year- February 2013
School- Nalanda Jr. College
University - Maharashtra State Board
Marks- 45.67 %

❖ BCA (Bachelors in Computer Application)

Year- June 2016
College- Shree Mumba-Devi College
University - YCMOU Board
Marks- 61.27%

STRENGTHS

- ❖ Ability to grasp the new Skills Quickly.
- ❖ Hard-Working & Team Working capability.
- ❖ Positive thinking & believe in self to achieve time-based work.

HOBBIES

- ❖ Playing and watching sports like Chess & Carrom etc.
- ❖ Gyming
- ❖ Listening Music.
- ❖ Exploring new things & place.

PERSONAL DETAILS

- ❖ Address: Flat no- Flat no 808 / wing D1, Sarova Complex, Kandivali (East), Mumbai
- ❖ Date of Birth: 26th Oct, 1995.
- ❖ Gender: Male
- ❖ Religion: Hindu
- ❖ Marital Status: Single

LANGUAGE KNOWN

- ❖ Marathi
- ❖ Hindi
- ❖ English

DECLARATION

I hereby declare that the information mentioned above is true to the best of my knowledge.

THANKING YOU………