**RESUME**

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| NAME: SAHIL NARAYAN AKHADE  [Sahilakhade143@gmail.com](mailto:Sahilakhade143@gmail.com)  Mobile no.- +91 90823 77546 |
| Address:-  T-36, Jai Shivaji Janseva Committee, Milind Nagar, Near Rameshwari School,  Datta Mandir Road, Vakola Pipe Line, Santacruz (East) Mumbai-400055 |

**Career Objective :-**

To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with me.

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| **Course Name** | **School/College Name** | **Board/University Name** | **Year of Passing** |
| BA | Chetana’s H. S. College Of Commerce, Economics & Arts | University of Mumbai | 2024 |
| HSC | Chetana’s H. S. College Of Commerce, Economics & Arts | University of Mumbai | 2021 |
| SSC | Madhyamik Vidya Mandir, Santacruz East | Maharashtra State Board | 2019 |

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| **Personal Information:-** |

* **Date of Birth : 1st September 2004**
* **Sex : Male**
* **Nationality : Indian**
* **Marital status : Single**
* **Language Known : Marathi, Hindi, English**
* **Hobbies : Cricket, Yoga**

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| **Professional Experience:-** |

* **12 months of experience in Juneja Global (Black Panther Proactive Clothing)**

Roles and Responsibilities Performed,

1. Verify Invoice, Perfoma invoice and credit note.
2. Place various orders
3. Create Invoice and Bills
4. Giving over All Sales Dispatch Report To Senior manager.

**Date Of Joining: 20th May 2024 To**

**Date Of Leaving: Till Date Working**

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| **Professional Qualification and Technical Skills** |

1. MS OFFICE Suite (Excel, Word, Power Point)
2. Completed Course On Computer Concept.
3. National Service Scheme Volunteer & Group Leader
4. Learning Digital Marketing (Image Editing & Art, Video Editing, Coding, SEO, SEM, SMM.)

* Have a Good knowledge of Computer and Internet.
* Basic Knowledge of Accounting and Accounting Softwares. (**Symco**)

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| **Declaration** |

I hereby state declare that the information furnished above is true to the best of my knowledge and belief.

Place

With Regards,

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(Sahil Narayan Akhade)