

RESUME

TEJAS KALOKHE SURESH (BBA(CA))

Flat no79,Sairam society
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Kothrud Pune-411038
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Career Objective:

To work in a creative and challenging environment using new technologies, where I could constantly learn & successfully deliver solutions for the benefit of organization.

Educational Qualifications:

Qualification	Board/University	Year	Percentage
B.B.A(C.A) (Bachelor in Computer Application)	PUNE University	November 2020	58.50%
H.S.C	Maharashtra Board	February 2016	49.69%
S.S.C	Maharashtra Board	March 2014	60.20%

SOFTWARE SKILL:

- Office productivity : Microsoft Word, Excel, Power point.
- Operating System : Windows XP/2003/Vista/7/8
- Database : MS Access, SQL Server 2005 & 2008
- Web Browsers : Internet Explorer, Firefox and Chrome

EXTRA-CURRICULAR ACTIVITIES:

- Participated in sports activities in school/college
- I cleared the Elementary Drawing Exam.

STRENGTHS:

- Motivating and quick to understand new technology.
- Ability to handle stressful situations and self-motivated with positive attitude.
- Skilled in analyzing and problem solving technique.
- Dedicating to maintain high quality standards.
- Good communication skills and daring to take on new challenges.

HOBBIES:

- Swimming
- Playing mobile Games

DECLARATION

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place: Pune

Signature

Date:

(**Kalokhe tejas suresh**)