**RESUME**

**Mr. Kalpesh Ragho Parab.**

1/6 Madhu Sudhan Sai Niwas, Utkarsha Nagar, Bhandup (WEST) Mumbai 400078.

Email id: - kalpeshparab50@yahoo.in

Kalpeshparab50@rediffmail.com Contact no: - 9619366457

9967801246.

**Objective:**

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

**Work Experience**

* **Current :**

**Working at Mantralaya. (Third Party) Contract base**

**Duration: 2**rd January 2016 to 31st August 2019

**Designation**:  Office Assistant**/** Admin Executive

**Work Profile:**

* Working on E Office Software
* Uploading data in Excel
* Working on Project Aaple Sarkar
* Maintenance of Data as per criteria
* Prepare the Monthly Sheet of data uploaded
* Working on the Project of Suggestion of People
* **Previous:**

Worked with Sales Tax Office**.**

**Duration: -** 6th June 2015 to 31 December2015

**Designation:** Operation Executive

**Work Profile:**

* Maintaining data of Employee .
* Updating Kyc document of Employee .
* Preparing Joining Letter of Employee
* Generating UN no .
* Preparing Cheques.

Uploading Documents of Employee on Portal .

* Working with **Peri Software Solutions**

**Duration:** 20th December2014 to 30April 2015

**Designation:** HR Assistant

**Work Profile:**

* Working in Excel & word etc.
* KYC details Document.
* Joining formalities of Employee
* Maintaining of Attendance of Employee
* Verify Document of Employee.

**Educational Qualification:-**

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| --- | --- | --- |
| **SSC** | **MAHARSHTRA BOARD** | **2009** |
| **HSC** | **MAHARSHTRA BOARD** | **2011** |
| **B.COM** | **MUMBAI UNIVERSITY** | **2014** |
| **M.COM** | **MUMBAI UNIVERSITY (idol)** | **2017** (appear) |

**Other Knowledge:-**

* M.S.C.I.T.
* Tally 9.0 -
* 30. W.P.M. English / Marathi Typing.
* 40. W.P.M. English / Marathi Typing

**PERSONAL DETAILS:-**

**Name :** Kalpesh Ragho Parab.

**D.O.B. :** 19 April 1992

**Mobile No. :** 9619366457

**Language Known :** English, Hindi, Marathi.

**Nationality :** Indian.

**Gender :** Male.

**Marital Status :** Single.

**Date:-**

**Place: Bhandup**

**( Kalpesh Parab.)**