**CURRICULUM VITAE**

**SIDHARTH SANJAY NAVARKHELE**

**Mob: +91-7208495220**

**Email id : Siddharthnavarkhele2512@gmail.com**

**CAREER OBJECTIVE :**

Seeking a job to pursue a highly rewarding career and healthy work environment

where I can utilize my skills and knowledge efficiently for the organizational

growth.

**KEY SKILLS**:

* Basic knowledge of Computers
* Advance Excel
* Tally 9.0 ERP (Not Work)

**WORK EXPERIENCE** :

* Worked for **Criti Care Hospital** as a Ward Boy (Diagnostic Department) from March 2009 to June 2010.
* Worked for **Sanskar Academy** as an Office Assistant for 2 years.
* Worked with **Holy Prophet School** as a **Clerk** at Malad East from December 2015 to April 2016
* Presently working with **Kalyanji K. Rajpopat School** as a **Clerk** at Juhu.
* Presently working with **National Institute Of Event Management** as **Office Staff** at Andheri-West (Part Time).

**PERSONALITY TRAITS**:

* Hard worker
* Willingness to learn new things
* Disciplined & Good Etiquette
* Positive Thinker

**ACADEMIC QUALIFICATION**:

* B.COM from Mumbai University with an Aggregate of 55%
* H.S.C. from Maharashtra Board with an Aggregate of 42%
* S.S.C. from Maharashtra Board with an Aggregate of 45%

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**VOCATIONAL TRAINING** :

* Completed hardware & Networking course from NIIT.
* Completed Advance Excel Course.

**HOBBIES**:

* Photograph
* Travelling
* Playing Cricket

**PERSONAL DETAILS**:

* Languages known : English, Hindi and Marathi
* Date of Birth : 25.12.1991
* Address : Ramabai Ambedkar Nagar,

Pipe Line, Behind Vijay Nagar,

Marol Marolshi Road,

Andheri (East),

Mumbai 400 059.

Place: Mumbai

Date :

**(SIDHARTH SANJAY NAVARKHELE)**

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