

# RESUME

**Xavier Denis Kale**  
18, Teka Naka, Nari Road  
Manav Nagar, Nagpur-440026

Mobile: +919175180229  
+917249680229  
Email: xavierkale07@gmail.com

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## ACADEMIC QUALIFICATIONS:

- SSC Passed from SFS High School, Nagpur.
- HSC Passed from Hislop College, Nagpur.
- B.Com Passed from Hislop College, Nagpur.

## OTHER QUALIFICATIONS:

- MS-CIT
- TALLY 9.0
- Typing 30 wpm

## WORK EXPERIENCE:

- 1 Year as a state Coordinator at Vision India Youth NGO.
- 1 Year as an Office Coordinator at Rays of Hope NGO.
- 5 Years as a Project Coordinator at Bridge Of Hope Children NGO.
- 1.5 Years as a Project Coordinator at Ashirvad Kanti Society NGO.
- Working at GK Fabrication & Engineering Company as a Senior Admin/Accountant.

## EXPERTISE:

- Organizing Programs with team spirit leading and working hoisting.
- Handling all Types of official works skillfully.
- Accounts, Book keeping, Taxation and GST Filling on monthly Basis.
- Handling Manpower database Records daily attendance.
- Organizing & Maintaining Books Files and Documents on regular Basis.
- Managing all types of official and customer care related works.
- Approaching Client for payments follow up of ongoing work at site.
- Maintaining PF ESIC Insurance workmen labour policy on monthly basis.

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## **PERSONAL PROFILE:**

**Name** : Xavier Denis Kale

**Date of Birth** : 27<sup>th</sup> Nov 1989

**Father's Name** : Late Mr Denis R Kale

**Gender** : Male

**Marital Status** : Unmarried

**Languages Known:** English, Hindi, Marathi

**Nationality** : Indian

**Permanent address:** 18, Teka Naka, Nari Road, Manav Nagar, Nagpur-440026.

## **DECLARATION:**

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

**Date:**

**Place:**

**Xavier D Kale**