

RESUME

Xavier Denis Kale

18, Teka Naka, Nari Road
Manav Nagar, Nagpur-440026

Mobile: +919175180229

+917249680229

Email: xavierkale07@gmail.com

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 : 27th 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