

RESUME

Rakesh Ravindra Jagtap.

15, Shivkrupa Chawl No.4,

Sainath Nagar, Golibar Road

Near BMC School No.1,

Ghatkopar (W) 400 086.

E-Mail ID : jagtaprakesh1920@gmail.com

D.O.B. : 20th July 1995

Contact No. : 9702522865

Objectives :

To work for an organization which provides me the opportunity to improve my skills and knowledge along with organization's objectives.

Personal Details:

Nationality : INDIAN

Marital Status : Single

Educational Qualification :

Exams	Passing Year	Class Obtained	Board of Completion
BCOM	2016-17	First Class (74%)	Mumbai University
HSC	2013-14	First Class (76%)	Maharashtra Board
SSC	2011-12	First Class (86%)	Maharashtra Board

Experience Details:

Shriram Transport Finance Co. Ltd.

Designation: Junior Executive. [26 Nov,2018 To 20 July,2020.]

JOB PROFILE :

1. Handling all screen level understanding & technical issues as a support staff of IT-Support Department. (Analysis of system accounting entries)
2. Helps to operations run efficiently of all branches , often answering calls and emails within an organization
3. On Company's Helpdesk resolving issues and provide accurate information to users with proper co-ordination.
4. Other works as per senior's instructions.

Ambica Parivahan (Transport Contractor,Fleet Owners)

Designation: Account Assistant. [01 Dec, 2017 To 25 Nov,2018.]

JOB PROFILE :

1. Accounting for petty cash transaction.
2. Maintain daily vehicle reports in Excel Sheet.
3. Working with sales ledger and purchase ledger in TALLY package.
4. Preparation of bank reconciliation statements.
5. Check all financial transactions for accuracy.
6. Payment Follow-up by use calling and E-mail.
7. Other works as per senior's instructions.

Computer Knowledge :

- Passed MS-CIT Exam [Sarswati Computer Institute- Mandangad]

Application Packages :MS- WORD , MS- EXCEL, MS -POWER POINT.

- Passed TALLY ERP 9.0 (4.5) + GST MODULES
- Passed MS-EXCEL-2013

[KEERTI INSTITUTE INDIA PVT. LTD. – MUMBAI.]

Key Skills:

Knowledge seeking spirit

Team Working Ability

Communication skill

Hardworking and dedication towards work

Eager to learn new things

Languages Know :

English, Hindi & Marathi

Hobbies :

Travelling, Playing cricket, Singing

Declaration :

I hereby declare that all the details given above are true and correct to the best of my knowledge and belief, if given a chance, I can prove myself.

Place : Mumbai

Yours Sincerely,

Date :

[Rakesh R. Jagtap]