

CURRICULUM-VITAE

NAME: - Sumit Shyam Mhatre
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Job Objective

To obtain a challenging position in a professional services organization where my knowledge, experience and skills can be utilized to their full potential.

Educational Qualification

CLASS	YEAR	EXAM	% OBTAINED
S.S.C.	2013-14	Maharashtra State Board	54.50
H.S.C.(Commerce)	2015-16	Maharashtra State Board	48.31
B.M.S(HR)	2018-19	Mumbai University	Grade B

Technical Qualification

1. MS-CIT (MS-Office)
2. Advance Tally & GST
3. Advance Excel
4. Typing Skill

Job Experiences

- ✓ 1 year working experience on **The Talent Team Pvt.Ltd** as accountant & HR executive at kalamboli. (Navi Mumbai).
 - Maintaining tally record.
 - Maintaining Employee Information
 - Filing Documention.
 - Monthly Bills & create invoice.
 - Maintaining good working environment

Project Undertaken as a part of educational curriculums

Project

Job satisfaction In THYROCARE TECHNOLOGY LIMITED

Hobbies

- I like to bike riding and finding new friends

Personal Details:-

Date of birth : 02Th Nov 1998

Sex : Male

Religion : Hindu

Nationality : Indian

Category : OBC

Marital status : Single

Languages known : Marathi, English, Hindi.

I hereby, state that the information details are true and to the best of my knowledge.

Sumit Shyam Mhatre

DATE:

PLACE: