**RESUME**

**PERSONAL PROFILE:**

**Name : Gajanan Nagu Pardhi**

**Date of Birth : 01-12-1996**

**Address : "At -Gangavane", post-Bense,**

**Tal-Pen, Dist-Raigad 402106**

**Phone No : 7038806791**

**E-mail - : gajananpardhi814@gmail.com**

**Gender : Male**

**NATIONALITY : Indian**

**RELIGION : Hindu (ST)**

**Marital Status : Unmarried**

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

**Hobbies : Reading, Listing to Music**

**Strength : Good communication skill, hard working**

**Ability to work in team**

**Educational Qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Year of Passing** | **University /Board** | **Percentage Obtained** |
| **SSC** | **March 2014** | **Maharashtra State Board, Mumbai University** | **60%** |
| **HSC** | **Feb 2017** | **Maharashtra State Board, Mumbai University** | **48%** |
| **ITI (COPA)** | **July 2019** | **Maharashtra State Board, Delhi University** | **77.5%** |

**OTHER QUALIFICATION:**

* **successfully completed MS-CIT WITH 95%**
* **Successfully completed typing course with English 74.5%.**
* **Successfully completed typing course with Marathi 79%**

**COMPUTER KNOWLEDGE:**

1. **Having good knowledge of basic computer skill.**
2. **Working Experience of SAP - (System Application & Product in Data Processing) and (FLM) File Lifecycle Management & ESS(Employees Self Service).**
3. **Working Experience MS-Office - World , Excel , power point , internet , scanners , and printers and Fax.**
4. **Working of Vigilance, online creation of monthly reports and submission.**

* **Maintenance of Office files, Material Gate pass, store requisition, Register Entries.**
* **One year experience using SAP in Vigilance Department.**

**ORGANZATION EXPERIENCE:**

**COPA APPRENTICE of one year from March 2021 to March 2022 Training in BHARAT ELECTRONICS LIMITED (Govt . of India Enterprises ) L-1 M. I. D. C Industrial Area, Taloja, Navi Mumbai - 410208 , Dist -Raigad ( Maharashtra ) is Under progresses / completed.**

**Designation - App - PASSA (programming and system administration Assistant)**

**1 Year working in VIG (Vigilance) Department.**

**Yours faithfully**

**(GAJANAN NAGU PARDHI)**