

VIDYA VILAS KAMBLE

Email ID : vvkamble.97@gmail.com

Mobile: 9324393925/9082318264

Career objectives:

To utilize my knowledge and skills in the job and thereby gain more experience to brighten my future career prospects and ensure growth of the company.

Academic Qualifications:

Qualification	University/ Board	Year of Passing	Percentage
Bachelor of Management Studies (Finance)	M.G.M. College of Commerce Mumbai	AUG-2017	53.36%
HSC	Maharashtra Board	FEB-2014	54.77%
SSC	Maharashtra Board	MAR- 2012	61.20%

Computer Proficiency:

Operating System : Windows 7, Windows 8, Windows XP.

Packages : Microsoft Office 2007

: Microsoft Office 2010

Other Qualification : MS-CIT passed in June. 2014 With 80%

Internship : M/S Kalpesh thakkar tax consultant, panvel

Designation : Account Assistant

Experience : 6 Months

Current Experience

june2022 to Till : **Company Name : Aviyana Ventures Pvt Ltd.**

Designation : **HR Executive**

Job Responsibilities : Understanding the job requirement.

Finding and Screening quality profiles from various Job portals like Naukri, Shine, through reference and Network.

Scheduling the candidates interview as per the client requirement.

Co-ordination with the candidates and client.

Following up with the candidate until Joining.

Maintaining the database of all the candidates.

Joining formalities and other operational work.

May 2019 to March 2020 : **Company Name : IDBI Intech Ltd. Belapur, Navi mumbai**

Designation : **Customer Service Executive**

Job Responsibilities : Solve Customer Queries

ATM Dispatch, Taking Loan, check Balance

Personal Information:

- **Name** : **VIDYA VILAS KAMBLE.**
- **Address** : **103, Shree Siddhanath Apt. Sec -1E,
Kalamboli- 410218,TAL- Panvel Navi Mumbai.**
- **Date of Birth** : **7 August 1997**
- **Languages Known** : **Hindi, Marathi and English.**
- **Interests in** : **Internet surfing, listening Music.**

Declaration:

I hereby declare that the above mentioned information's furnished above is true, complete and correct to the best of my knowledge and belief.

Place :

Date :

Signature :

VIDYA VILAS KAMBLE

