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Aasudgaon, Khanda Colony, New Panvel,
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Nayan R Choubey

EDUCATION

SSC-Board 12th Grade	Jun '13 - Feb '15
PK Roy, Memorial College	Chembur, Mumbai
Pass out with 45% Score	
HSC- Board 10th Grade	Jun '12 - Feb '13
Pranjivan Academy High School	Chembur, Mumbai
Pass out with 68% Score	

PROFESSIONAL EXPERIENCE

Goods Receipt Note (GRN) Assistant	Apr '19 - Oct '22
D-Mart Avenue Super Mart India	kharghar, Kopra, Navi Mumbai
<u>I learned How to use T-Codes in Systems, Applications & Products in Data Processing.(SAP) Application</u>	
Manager's Assistant	Feb '17 - Mar '19
DTDC International Courier Service's	Jui Nagar, Navi Mumbai
<u>Developed Advanced MS Office Skills, including Inventory, Vlookup, Outlook, and</u>	
BackOffice Computer Executive	Jan '15 - Feb '17
Shelf Drilling Mumbai Yard	Dahisar Mori, Thane
<u>Mastered all of the MS Office back office tasks</u>	

KEY SKILLS

1. Working in an entirely computerised environment, such as using MS-Word, MS-Excel Vlookup, and shortcut Excel, Notepad, the web, Windows, Gmail, Outlook, etc. keys
2. SAP expertise in areas such as: entry, debit, vlookup, and t-codes
3. Learn also about video editing, basic graphics design, photo retouching.

About Me

DOB-15 June 1998

Nationality - Indian

Gender - Male

Maritial Status - Unmarried