

PERSONAL DETAILS

Name **Sunil Kishan Pawar**
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sunilpawar.ska@gmail.com
Contact Number 9769047650/9987285941
Address At Godambe Village, Taloja MIDC, Panvel
Navi Mumbai, Maharashtra, 410208
Passport detail Sunil Pawar
Date of Birth 11/07/2000
Gender Male
Marital Status Single
Languages Known English, Hindi, Marathi



SUMMARY

1. Extremely cool temper, easy going and quick learner.
2. Ability to work in challenging and demanding hours and peak time.
3. Efficiency in working long hours.
4. Soft spoken, good communication aptitude with Extremely good inter - personal skills.
5. Hard working and sincere towards profession, dependable and reliable.
6. Excellent verbal and written communication in English, Hindi and Marathi.
7. Also I will try to give my best and help the organization to grow.

CAREER OBJECTIVE

To work in high grown organisation with a competative environment that creates an idea condition for delivering High quality service.

EDUCATION

Year of Passing	Degree/Course	Percentage/CGPA
Pursuing	Master of Commerce Institute of Distance and Open Learning , University of Mumbai	
2021	B.com(Accounting and Finance) Changu Kana Thakur Arts Commerce and Science College New Panvel. , University of Mumbai	8.79
2018	HSC Changu Kana Thakur Arts Commerce and Science College New Panvel. , University of Mumbai	60 %
2016	SSC Parshuram Joma Mhatre Secondary and Higher secondary School Navade , University of Mumbai	69.20 %

EXPERIENCE

From: Jan-2021

Saileela Service

Jr. Accountant

Work on Tally, handling bills, making receipts and cash vouchers

Sep-2022 - Till Today

Taloja Manufacturer's Association

Administrative officer

Work on Tally, Excel, making industries Membership bills, cash management, drafting All letters sent to all private industries as well as government authorities etc etc.

SKILLS

Basic computer, Excel,
Tally ERP 9, MS word

STRENGTHS

Self motivated , quik learner, hardworking and disciplined person

AREAS OF INTERESTS

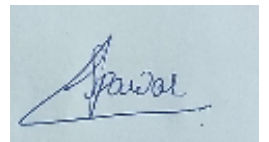
I'm interested to work in challenging areas

HOBBIES

Reading books, watching movies, listening music, playing cricket and cooking.

DECLARATION

Thank you for giving me this oppportunity to introduce myself through the resume.



Sunil Kishan Pawar