**CURRICULAM VITAE**

**Mr. Sarvesh Budhiram Yadav**

Sarveshbyadav390@gmail.com

Contact NO. 9890239431

MUMBAI.

**Objective**:
To achieve a higher level success with great dedication and hard work which will increase my personal skills to contribute the growth of organization.

**Educational Qualification** :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **College/Institute** | **University** | **Remarks** | **Year** |
| TYB.com. | Viva college | Mumbai University | Second Class | 2012 |
| HSC | Viva college | Mumbai University | Second Class | 2009 |
| SSC | Shastri vidyalay | Maharashtra Board | Second Class | 2007 |

**Computer Proficiency** :

Tally ERP – 9 , *MS Office ( excel, word)*

## Career Highlights

**Current Salary** :

**Expected Salary**  :

|  |  |  |  |
| --- | --- | --- | --- |
| **ORGANIZATION** | **EXPERIENCE** | **JOB ROLE** | **RESPONSIBILITIES** |
| Magnus Agencies Vasai ( E ) | Two Year | Account Assistant | Sale & Purchase Entry, Bank Statement, Follow up “ C” Form & Sundry Debtors & Creditors, Stock In word & Out word, GST  |
| S. S PANDEY & CO. NALLASOPARA ( E ) | Two year | Account Assistant(**Trainee)** | Sale & Purchase Entry, Bank Statement, Sale Tax Return & Income Tax Return, Home Loan & Clear Sundry Debtors & Creditors, suspens |
| ORIENT PRESS LTD. BOISAR (W) | One Year | Store **Trainee** | material Codification Alphabets & Numbers record excel sheet, find out the Ink GSM & wastage control, Purchase Requisition |

**Area of Interests:**
Reading books (specially spiritual and motivational books).
Playing cricket, Listening music (specially old songs).

**Personal Profile**

**Date of Birth** : 1st January 1992

**Father name :** Budhiram Yadav
**Languages Known** : English , Hindi and Marathi
**Marital Status** : Married
**Nationality** : Indian

**Postal address:**

D-101, Gokul Dham,Phoolpada,Road, Virar ( E )Thane, Pin code-401305.

**Date** : **:-……/……/20......**

**Place** : Virar

 (Mr. Sarvesh Budhiram yadav)

 Sign……………………………….