**RESUME**

**Name** : CHIRAG DALPAT RAWAL

**Fathers Name** : Dalpat Keshavlal Rawal

**Date of Birth** : 26th July,1987

**Residential Address** : Room No. 8, Thakur Chawl No. 2,

. S. N. Dubey Road, Dahisar (East),

 Mumbai – 400 068.

**CONTACT NO** : 09833980678

**Gender**  : Male

**Nationality** : Indian

**Marital Status** : Married / 1 Daughter

**Email Id** : crawal@rediffmail.com

**EDUCATIONAL QUALIFICATION**:

|  |  |  |
| --- | --- | --- |
| **CLASS** | **YEAR** | PERCENTAGE |
| TYBCom | MAR2008 | 51.57% |
| HSC | FEB2004 | 64.50% |
| SSC | MAR2002 | 63.33% |
|  |  |  |

**Language Known :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| **Hindi** |  |  |  |
| **English** |  |  |  |
| **Marathi** |  |  |  |
| **Gujrati** |  |  |  |

**OTHER QUALIFICATION** :(1) Basic Programme <From BPIL(CACS)>

 TALLY 7.2 ,

(2) Know Microsoft Excel with Pivot Tables, Vlookup & Other Basic Formulas and Formats.

**WORK EXPERIENCE** :

**(1)**Currently Working as a EXCUTIVE For Rishab Creations, Coimbatore – 641 001

( From AUGUST 2017 TO Cont…)

**Job Profile** :

* Make Entries In System of Co. time to time (Eg, Tally 9.0, Purchase and Sale Invoicing, Banking Work, Transport, Purchase and Sales Co-ordination etc.)

* Makes & Maintain Filing of Debit Note, Payment Advice Etc. and other Work given by Superior for Respective Department

**(2)**Worked as a DATA ENTRY OPERATOR For Hypercity Retail (India) Ltd.

(From DECEMBER 2011 TO JULY 2017)

**Job Profile** :

* Make Entries In Periodical Report of Co. time to time (Example MIS Report, Analysis Report, Budget etc.) in Excel Format

* Makes other Reports& Files provided by Superior for Respective Management Department

**(2)** Worked as a OFFICE ASSISTANT For

Satyam Enterprises

(From APRIL 2011 TO DECEMBER 2011)

**Job Profile :**

* Make Day to Day Data Entry in the Tally
* Assist in Collection, Banking, Invoicing & Other Daily Activities

**(3)**Worked as RRE (READER RELATION EXECUTIVE) The TIMES GROUPS

PUBLICATIONS

(From AUGUST 2008 ToAPRIL2011)

**Job Profile :**

* Day to Day Visit to The Prospective Readers (Customers) in the Area.
* Promoting The Times Group’s Publications
* Done Various Promotions and Events in the Area.
* Co-ordinate in circulation Activities in the Area With Area Executive, In charge & Manager.

**HOBBIES** : Make New Friends & Driving.

**PLACE** :MUMBAI

**DATE** :

 (CHIRAG RAWAL)