

RESUME

Name : N Mithun Thomas
Date of Birth : 18th May, 1995
Religion : Roman Catholic (Christian)
Address : Sect. No. 27, Flat No. B4/406,
Namrata Eco-City, Nr. D. Y. Patil College, Varalle,
Talegaon Dhabade, Pune – 410507.
Mob. No. : 9545333641
Email ID : mithunnelli1805@gmail.com
Computer Knowledge : Knowledge in MS office.
Languages Known : English, Malayalam, Hindi and Marathi.
Personality : Genuine, Loyal and Sincere
Educational Background :

Name of Examination	Name of Board / University	Name of School / College attended	Year of Passing	Percentage
SSC (Std. 10 th)	Maharashtra State Board	St. Ursula's High School, Nigdi	2011	53.64%
HSC (Std. 12 th)	Maharashtra State Board	Saraswathi Vishwa Vidhyalaya, Talwade	2013	48.67%
B. Com.	Savithribai Phule Pune University	Indira College of Commerce and Science, Thathawde	2020	55.58%

Previous Experience :

1. Worked at 'STARK PHOTOBOOK, Shivajinagar' from 3rd August, 2016 to 31st January, 2017; Work done there - taking orders of photo albums for printing.
2. Worked at 'NERO SYSTEMS, Bhosari' from 6th April, 2017 to 8th March, 2020; Work done there - Preparation of Quotations, Tax Invoice, Purchase Orders, Proforma Invoice, E-way Bills, Entry of Purchase Bills in MS Excel.
3. Currently working at KNEST Manufacturers LLP, as DISPATCH EXECUTIVE. Work doing there - Material Scanning.

Place:

Date:

Yours' Sincerely

N Mithun Thomas