

RESUME

RAKESHKUMAR RAMANBHAI VANKAR

Present Address :-

235, NEAR SWAMINARAYAN MANDIR,
AT POST :- AMBAV
TA :- THASRA
DIST :- KHEDA
PIN :- 388250

Mobile - + 91 97249 95856
82003 22789

Permanent Address :-

235, NEAR SWAMINARAYAN MANDIR,
AT POST :- AMBAV
TA :- THASRA
DIST :- KHEDA
PIN :- 388250

E-mail. – rakeshamin2311@gmail.com

CAREER OBJECTIVE

- To Work For An Organization, Which Provides me the opportunity to improve my skills & Knowledge to growth along with the Organization Objective.

EDUCATION DETAILS

Sr. No.	Exam	Board / Uni.	Year	Result
1.	S.S.C	G.S.E.B.	March – 2006	66 %
2.	H.S.C. Arts	H.S.E.B.	March - 2008	81 %
3.	C.O.P.A	N.C.V.T	JULY-2011	78 %
4	Tally	Sunsine Aca.	2014	A+

EXPERIENCE

- Currently I am Working In DYNEMIC PRODUCTS LTD. As Jr. Office Assistent At Ankleshwar Since 01Th Oct. 2014 To Till Date.

JOB PROFILE

- Maintain Daily Attendant (Company & Company Contract), Leave Approval ,Salary Genertor , Bonus , PF, ESIC Etc..
- Company Software ERP : - Daily Production & QC , Batch Create, Raw Material GRN, Lot & Packing List, Inter Branch Transfer Invoice, Export & Local Sale Bill With Complete Document Etc....
- Online Work : e-Way Bill (Inward – Outward), PF, ESIC
- Computer Work : Normal Work Computer in (2007) MS Office, MS Word, Excel, Power Point Etc
- Other Work : Maintain Courier Reg., Epml. Heath Reg., Doc Zerox And Other Normally Work Like Bank, Stationary, Excise etc.

PERSONAL DETAIL

❖ Date Of Birth	:	22/06/1991
❖ Gender	:	Male
❖ Weight	:	60 Kgs.
❖ Marital Status	:	Married
❖ Nationality	:	Indian
❖ Religion	:	Hindu
❖ Languages Known	:	Gujarati, Hindi & English
❖ Hobby	:	Travelling , Reading Book.

DECLARATION

Sir / Madam,

I declare that all the information provide here all are authentic and true The best my knowledge.

Date :- 13/02/2020

Place :- Ambav - Thasra

Rakesh Vankar