

RESUME

PERSONAL DETAILS

Name : SANGHARKSHIT MALUSARE LANDGE
Date of Birth : 17/07/1983
Marital Status : Married
Sex : Male
Nationality : Indian
Correspondence Address : SANGHAKRHSIT MALUSARE LANDGE
C/o All India Radio,
All India Radio Complex, Vasarni Nanded-431603.
Permanent Address : At post Kolambi Tq. Naigaon (Kh) Dist. Nanded - 431709
Email : sangharkshit@gmail.com
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ACADEMIC RECORD

Qualification	Subject	University/ Board	Year of Passing	Percentage	Remarks
S.S.C.	MAR, ENG, HIN, MATH, SCI, SOCI	LATUR	2000	60.66	Passed
H.S.C.	ENG, MAR, HIS, POLI, SOCI, CO- OP.	LATUR	04/06/2003	72.83	First Class
B.A.	ENG, SOCI, POL	S.R.T.M.U. NANDED	2007	53.56	Second Class
M.A.	English	S.R.T.M.U. NANDED	2009	57.11	Second Class
B.Ed.	MAR, HIS.	S.R.T.M.U. NANDED	2011	62.33	First Class

COMPUTER PROFICIENCY

- MS-CIT : Year of passing- July 2007, Total marks-70%
- Tally EPR 9 : Year of passing - 2011, A+ Grade
- D.T.P : Local Institute Three month course in the year 2013
- M S Word and Excel : I Knew very well MS Excel & M S word.

TYPEWRITING CERTIFICATE COURSE

- Marathi - 30 w.p.m : Year of passing- Sep 2010, 'B'Grade
- English – 40 w.p.m. : Year of passing- Jan. 2011, 'A'Grade

TEACHING EXPERIENCE

- SELF RUNNING COACHING CLASSES 5TH TO 10TH CLASS FROM 2012 to till date.

WORK EXPERIENCE

- **WORK AS Clerk cum DATA ENTRY OPERATO AT DOORDARSHA, Centre Govt. Divisional Office NADNED ON CONTRACT BASIS FORM 2007 TO TILL DATE.**

- **NATURE OF WORK:**

In this capacity I prepare all report i.e. Admi. Account, & Engg.

Routine correspondence, monthly report (technical, non technical), all computer works typing letters, faxing, printing, emailing, operating copier machine, dispatching letter, uploading, downloading, filing letters, scanning documents, telephonic communication with higher authority as well as other offices , Preparing PO, Inquiry letter, comparative letters, store works, necessary entries in registers, banking woks, billing and all office related works, operating multiple office use software/applications like GST, Gem, e-office, e-account.

HOBBIES

- Surfing net, Listening Songs, reading news papers, online purchasing.

Declaration

“I hereby declare that the information stated above is true to the best of my knowledge.”

DATE:
PLACE:

SANGHARKSHIT LANDGE