

CURRICULUM VITAE

Vijay Dhondiram Surse

P-4/39/857, Lane No. 11,
Jay Bhawani Nagar, N-4 Cidco,
Aurangabad - 431001
Mob. 9021703021.

Email ID : vijaysurse12@gmail.com

OBJECTIVE :

To ensure Challenging position in a growing organization where I would be able to utilize capabilities to the best extend and in the process add the value to the organization and my career.

ACADMIC SUMMERY :

- **S.S.C.** Passed from Aurangabad Board with 57.86 % in Mar. 1999
- **H.S.C.** Passed from Aurangabad Board with 43.13 % in Feb. 2004
- **B.A.** Passed from Dr. B.A.M.University Aurangabad With 42.00 % in Nov. 2010.
- **M.A.** Passed from Dr. B.A.M.University Aurangabad With 62.12 % in April – 2014.
- **B.C.A.** Passed from Dr. B.A.M.University Aurangabad With 62.12 % in April – 2019.

COMPUTER SKILLS :

- ❖ **Diploma** in Computer Operator in August -2001 with Grade B+
- ❖ **D.T.P.** (Diploma in Desk Top Publishing) with 64.00 % July – 2004.
- ❖ **MS-CIT** (Maharashtra State Certificate in Information Technology) Mumbai Board with 64.00% in July-2008.
- ❖ **English Typing 40 W.p.m.** Pune Board with in 10th August-2013 with 52.00 %.
- ❖ **Marathi Typing 40 W.p.m.** Pune Board with in 10th August-2013 with 61.00 %.
- ❖ **Hindi Typing 30 W.p.m.** pune Board with in 30th August-2016 with 79.00 %.

KEY SKILLS :

- Excellent written and verbal communication skills.
- Good command on Languages.
- Emotional Intelligence, high leveled confidence.

CAREER SUMMERY:

1] **Organization** : Videocon Company Pvt. Ltd.
Designation : Machine Operator - (Aurangabad location)
Department : Quality Control
May-2001 to November-2003

- Worked as **Machine Operator** In Section and work
1] Packing
2] Deleting

2] **Organization** : **Kamal Multi Services**
Designation : Computer Operator
Department : Data Entry, Admin Executive, Back Office.
December -2014 to May -2020.

Job Responsibility:

- Online Submitted application form in recovery and Checking form.

PERSONAL INFORMATION

Name : **Vijay Dhondiram Surse**
Permanent Address : P-4/39/857, Lane No. 11, Jay Bhawani Nagar, N-4 Cidco,
Aurangabad - 431001
Mob. No. : 9021703021
E Mail : vijaysurse12@gmail.com
Date of birth : 30th January 1984
Marital Status : Married
Gender : Male
Languages Known : Marathi, Hindi & English.

Declaration:

I would take this opportunity to thank you for going through my resume and would request you to consider me for the area suitable to my caliber in your prestigious organization. The information provided above is up-to-date and correct.

Date :

Your's Faithfully

Place :

(Vijay Dhondiram Surse)