

BIO-DATA

Name :-Atul Vikas Chavan

Address :-Plot No.356, Room No.303, Sarvoday Housing Society,
Near Muralidhar Mandir, Kansai Section,
Ambarnath – East – 421501

Mobile No. :-9082569744

Email id – :- atulchavan666@gmail.com

Date of Birth :-1st December 1979

Educational Qualification –

| Qualification | Year of Passing | Marks Obtained |
|-------------------|-----------------|----------------|
| S.S.C. | 1994-95 | 50% |
| H.S.C. | 1997-98 | 50% |
| T.Y.B.A. Appeared | - | - |

Work Experience –

1) The Mobile Store Limited

Duration: 10 Years

Designation: Office Executive

Experience:

- Banking activities (i.e. Cheque & Cash Deposit, RTGS payments, Amount withdrawal, Submission of Board Resolutions, Document submission for Letter of Credit as well as Bank Guarantee)
- Documentation & Record keeping in Finance & Accounts Departments
- Income Tax, Sales Tax, Octroi office visits for handing over documents

2) The Mobile wallet Pvt. Ltd.

Duration: Working since October 2017 onwards

Designation: Office Executive

Experience:

- Banking activities (i.e. Cheque & Cash Deposit, RTGS payments, Amount withdrawal, Submission of Board Resolutions, Document submission for Letter of Credit as well as Bank Guarantee)
- Documentation & Record keeping in Finance & Accounts Departments.
- Income Tax, Sales Tax, Octroi office visits for handing over documents

Computer Knowledge –

- Microsoft Excel, Word
- Email