***R ESUME***

***Name :*** *Jeevan Subhash Dhonde*

**Address :** B-204, New Mahavir Jyot CHS, Agashi, Opp. Shiv Temple,

Virar (West)- 401301

***Mobile Number*** *8805957454*

***Email id :*** [*jeevan171081@gmail.com*](mailto:jeevan171081@gmail.com)

***Date of Birth :*** *17th October 1981*

***Marital Status :*** *Married*

***Language Known :*** *Marathi, Hindi and English.*

# Academic Qualification -:

* + *T.Y.B.com. Completed* ***in 2002*** *from Shailendra College, Dahisar with* ***Second class***
  + *H.S.C Completed* ***in 1998*** *from Matruchaya College, Dahisar with* ***Second class***
  + *S.S.C Completed* ***in 1996*** *from Vidya Mandir School, Dahisar with* ***Second class***

# Other Qualification -:

* *Completed Programs MS Office with MS CIT Course in*

# June 2001 From Kirti Institute, Dahisar

# Exprerience-:

* + *Working at present Juniour Officer in* ***Rainbow Pigments Pvt. Ltd Dec, 2013 to till date.***
* *Preparation of daily Sample development report and approve from the Manager.*
* *Maintain day to day basis report entry in register*
* *Preparation Price request and inform to customer*
* *Preparation of monthly meeting reports*
* *Preparation letter sample development of new & existing sample.*
* *Prepration monthly sales report –(Colour/Black/White)*
* *Sending payment statement to partywise to all customer*
* *Making despatch of POY and sending to plant*
* *Update entry in POY despatch register*
* *Preparation M-Bill of export marketing*
* *Daily entry in export register & maintain daily basis*
  + *Worked as a Office Assistance* ***Yash Computer Institute Feb, 2006 to May, 2013.***
* *Supported to classroom and institution goals.*
* *Collection of student monthly fees and update to manager.*
  + *Worked as a Branch Executive* ***First Flight Courier April, 2004 to July, 2006.***
* *Maintain daily report/cash report and updating to Branch*

Manager

* *Attending customer for courier booking along with follow up.*
* *Collect delivery report from courier boy for consignment delivery and pending report from them day to day basis.*
  + *Worked as a Office Assistant* ***Saurashtra Colour Co. Ltd. Feb, 2002 to March, 2004.***
* *Maintain daily report and updating to Branch Manager*
  + *Worked as a Clerk* ***Tambe Education Society January, 2001 to February, 2004.***
* *Prepare Student result on quarterly and yearly basis.*
* *Check question paper set of students of examination.*
* *Collection of student monthly fees and update to principle.*
* *Arrange student meeting after examination results of student*

I hereby declare that all above information is true to the best my knowledge and belief.

***Place:*** *Mumbai*

# Date: