Santosh B. Jangavali

83/9, gawaliwada, sarang society

Sahakar nagar, Pune-411009

Mobile No.7620030214

Date : / /

To,

Subject : Application for the post of

“ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

Ref. : Advt. in daily\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as on\_\_\_\_\_\_\_\_\_\_\_\_

Respected sir,

As per above subject, Iwould like to apply for the same.

Sir, I have worked in the World Bank assisted project Maharashtra Agricutural Competitiveness project (MACP) In the above possession of District Accountant in ahmadnagar district from 10/1/2011 to 15/1/2015. I have handled account assistant/accountant work in government sector, Path sanstha and Institutions.

I am post graduate from Pune University in the year of 2012. I have also completed GDC& A course.

If you provide me opportunity to serve institute/firm/organization, I will be almost pleased & I will serve with my best knowledge and my ability. My resume enclosed herewith for your kind information.

Please consider my case sympathetically.

Thank you,

Yours Faithfully

Santosh B. Jangavali

**C.V.(Curriculum Vitae)**

Name : Santosh Bhagojee Jangavali

Address : 83/9, Gawaliwada, Sarang Society ,sahakar Nagar No.2,

Pune-411009

Contact No. : 7620030214, 7385018461

Email : [sjangavali@yahoo.co.in](mailto:sjangavali@yahoo.co.in) Blog- www.sjangavali.blogspot.com

Birth date : 7th August 1978

Sex : Male

Caste : Hindu – Gawali (NT(C))

Language Known: English, Hindi, Marathi

**Educational Qualification :**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exam** | **University/Board** | Year | **Marks** | **Class** | **Spl. Subject** |
| S.S.C. | Pune Board | 1994 | 441/700 | First class | Maths & Science |
| H.S.C. | Pune Board | 1996 | 287/600 | Second class | Adv. Accounting |
| B.Com | Pune University | 1999 | 692 /1200 | Second class | Cost & A/c |
| M.Com | Pune University | 2009 | 384/800 | Paass Class | Business Fiance |
| GDC&A | Co-operation Board, Pune | 2006 | 348/600 | Second class | Co-operation |
| Talley & MS-office | Suyash Computer, Pune | 2005 | 74/100 | First Class | Talley & MS-office |
| MS-CIT | MKCL, Pune | 2009 | 72/100 | First Class | Vista, office 2000 |
| English  Typing 30wpm | Education Board, Pune | 1995 | 54/100 | C grade | \_\_ |
| Marathi typing |  |  |  |  | on computer |

**Hobbies :** Drawing, Painting, Photography & Reading

**Experience :**

# 1. Clerk cum Cashier - Sahakar Nagar Path Sanstha, Pune from 1/6/2000 to 31/5/ 2002

**Responsibilites/ Duties**

* · Daily cash Transaction
* · Loan formalities & Processing
* · Maintain record of agent
* · Letter correspondence
* · Handling loan ledger, cash ledger, minutes book

# 2. Computer Operator cum assistant -Saraswati Mandir Sanstha’s Night College, Pune from 1/4/ 2004 to 9/5/2005

# Responsibilities

* ·All types of typing on computer English and Marathi regarding letter correspondence
* · Journal Entries & Talley working
* · Principal’s letter correspondence- inward/outward
* · Help in Admission Process for Graduation level.
* · Help in Admission Process for Yashvanrao Chavan Open University
* · Help in Examination Process for University of Pune

# 3. Course Assistant cum Clerk - Yashawantroa Chavan Academy of Development Administration (YASHADA), Pune from 11/11/2005 to 10/10/2007

# Responsibilities

* · Preventions for course and workshop on ageing (IPEA)
* · Marathi & English typing & handling of Database regarding project work
* · Material preparing and administrative arrangements for trainings
* · Letter correspondence to participants, faculty for trainings
* · Solving of administrative matters regarding accounting works.
* · works on the project- MIDC/SEZ research cell & Horticulture Nurseries Evaluation Project sponsored by Director of Agriculture.

# 4. Computer operator cum Clerk - In the World Bank assisted project Maharashtra Water Sector Improvement Project Agriculture Support Service (PCU) at Commissionerate of Agriculture, Pune from 15/10/2007 to 31/08/2010

# Responsibilities

* Letter correspondence to district level & Mantralaya, Mumbai
* Handling files system, inward-outward register.
* Data collection from 33 districts and preparation of physical & financial report
* Accounting reports, budgets for projects, expenditure statement in world bank approved formats
* Tender preparation, meeting & interview arrangements
* Liasoning officer for World Bank representatives.

# 5. Account Officer - In the World Bank assisted project Maharashtra Water Sector Improvement Project Agriculture Support Service (PCU) at Commissionerate of Agriculture, Pune from 1/09/2010 to 31/12/2010

# Responsibilities

* Budget preparation & distribution for 33 districts through BDS system
* Physical & financial reports preparation and submission to world bank
* Cashbook and other registers maintain
* Audit& reconciliation for project work
* Bills preparation and submission to treasury for various grants to distribution

# 6. District Account Officer - In the World Bank assisted project Maharashtra Agriculture Competitiveness Project (MACP) Accounting Centre at District Deputy Registrar Co-operative societies, Ahmednagar from 10/01/2011 to 15/1/2015.

# Responsibilities

* Bills preparation and submission to treasury for various grants distribution
* Budget preparation & Grants distribution for 10 Talukas (14 Gram panchayat & 5 APMCs) through Cheque & treasury system
* Preparation of Accounting reports for Rural Haats & APMC
* Data & reports collection from 14 Rural Haats & 5 APMC, 10 Talukas regarding project
* Preparation and submission physical & financial reports for world bank
* Audit& reconciliation of project for district
* Cashbook and other registers maintain
* District co-ordinator for training & meetings
* TDS, VAT, Labour cess filling and return file regarding project work