

CURRICULUM VITAE - JIWAN ASHOK SANGLE

Carrier Objective

To join a dynamic working environment where in my Educational & Professional Skills can be utilized in meeting the company goals and helping me to grow as a professional

ABOUT MYSELF

➤ **Key Strengths**

- Commitment to complete tasks and on output oriented positive approach.
- Self-starter with high energy level.
- Ability to build and maintain good Customer oriented relations.
- Self confident and self –motivated person.
- Good computer skills.
- Keep cool at most difficult situation.
- Good Team Player.
- Quick Learner.
- Sincere & Hardworking.

PERSONAL INFORMATION

Permanent Address:-

Room No.740, Chawl No. 10,
Kohinoor mill compoiund, M.J.phule Road,Dadar-
(East) Naigaon.
Pin Code-400014

Contact Number:- Mobile : +91 8452857503/7506685785

E-Mail Address:- jiwansangle66@gmail.com

Personal Information

Date of Birth:- 26th september,1992

Marital Status:- Single

Sex:- Male

Nationality:- Indian

Languages Known:- Hindi, English & Marathi

Expectations:- Negotiable

Details of Educational Qualifications

Qualification	Year
S.S.C	2009
H.S.C	2013
Diploma in fire Engineering and safety management	2019

Professional Qualifications

- MS-CIT ➤ Excel.
- Knowledge of Internet
- MS Word
- NISM VA- MUTUAL FUND DISTRIBUTOR

Work Experience:

Worked As a Data Entry Experience in CA Firm
Worked for Pioneer Enterprises. Back Office

Worked for FasttrackFP

Job Responsibilities at Pioneer Enterprises & .Dadar.

Involved in various Activities of Financial Work like.

1. Monthly Stock Statement
2. Daily Purchase, Sales, Cash, Bank Record Maintain.
3. Bank Reconciliation
4. Petty Cash.
5. Maintaining Daily Report Account Updates.
6. Customer's Query Handling Customer's queries related to billing & other Account Related

Job Responsibilities at FasttrackFP

1. Billing
2. Mails
3. Customer service
4. Operate software

I certify that the information provided in this resume is true to the best of my knowledge and belief.

Place: - Mumbai
Jiwan.A.Sangle