*Curriculum Vitae*

Samun

Samun.337001@2freemail.com

**Career Objective:**

To gain experience in the field **ADMINISTRATION / Store Assistance** .Intend to build a career with leading organization with commitment and Dedication ,which will help create an atmosphere for potentiality ,efficiency and elevation of the career.

**Educational Background**

* B com from MUMBAI University in the year 2014
* HSC from Maharashtra Board in the year 2009
* SSC from Maharashtra Board in the year 2007

**Skill Sets**

* Excellent communication skills
* Willingness to learn
* MS-Office .MS.CIT (Word, Excel, PowerPoint) Tally ERP 9

**Operating System**:

* Windows XP, Windows 7 Professional, Windows 8.1

**Experience**

* 6 month work Experience© Computer Operator From Mumbai university
* 1.4 year exp the Position Of clerk & cashier from DR A R UNDRE COLLEGE BORLI Till Date

**Job responsibilties**

* Receiving new computer hardware and then setting it up and installing it.
* Oversaw general computer operations
* Carrying out regularly scheduled uploads or downloads of data.
* Maintaining records of computer and system downtime.
* Handling inward and outward register.
* Cash received and account handling
* Maintain L C and Bonafied certificates

**Extra-Curricular Activities:**

* Part of the college cricket team.
* Represented school cricket team for inter-school competition.
* Participated in inter-school debate competition.

**Personal Details**

**Date of Birth**: 05/06/1993

**Marital Status**: Unmarried

**Visa Status;** visit visa

**Visa valid** ; 17/1/17 to 17/03/17

**Nationality** ; India

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