**Mr. Nandkishor Vasant Ghume**

**408 , TANDEL APARTMENT ,**

**NEAR SANTOSH PATIL MAIDAN, PADA NO. 03 , CHAITINAGAR,**

**LOKMANYANAGAR THANE (WEST) -400 606 ,**

**Mob no. 7700938068/ 7021331306**

[**nandughume099@gmail.com**](mailto:nandughume099@gmail.com)

**Career Objective**

I want to work with progressive organization in which I can contribute my technical skill. I am looking for career where I am inseparable part of the organization and where all my potential abilities give an output of mental satisfaction. I aspire for a stimulating work culture and my success through the success of the organization,

**Educational Background**

**Educational Qualification: Diploma in Computer Engg.**

| **Degree / Examination** | **Institute /Univ. / Board** | **Year Of Passing** | **Percentage** | **Remark** |
| --- | --- | --- | --- | --- |
| **B tech in Computer Engg.** | **Abhinav institute** | **Appear** | **-** | **-** |
| **Diploma in Computer**  **Engg** | **Government polytechnic Ratnagiri** | **2007** | **56.86%** | **Second Class** |
| **HSC (XII)** | **S.D.G.K M. Vidyamandir & Junior College , Guhagar, Ratnagiri** | **2004** | **53.00%** | **Second Class** |
| **SSC (X)** | **S.D.G.K M. Vidyamandir & Junior College , Guhagar, Ratnagiri** | **2002** | **58.93%** | **Second Class** |

**Computer Knowledge**

1. **Basic computer Knowledge**
2. **Windows Operating Systems**
3. **Ms Office**
4. **Good Software Knowledge**

**Software Language Known**

* **C++**
* **Visual Basic**
* **Html**

**Hardware Knowledge**

* **Assembling**
* **Installations**
* **Diagnosis**

**Area Interest to Work**

**Documentation**

**Developing Software**

**Assembling & installing PC**

**Testing**

**Supervising**

**Industrial Training**

**Hardware training for 6 Month in Astrik Mark Systems**

**Achievements**

1. **Completed D. O. A In 2002**
2. **Pass Exam Of Talent. Com**
3. **2nd award of Science Congress Competition ( for Taluka level)**
4. **Passed Visual Basic exam in 2006**

**Seminar Attended**

* + **Participated in POLYTECHNIC RATNAGIRI for software development Seminar**

**Experience**

* + **Work as storekeeper for 6 MONTHS—SPARAGE INDIA LTD -**
  + **Work as H/W Engg For 6 month (ASTRIK MARK SYSTEM)**
  + **Work as Account dept. for 6 months (Travancore Fibres P Ltd)**
  + **Work Admin and Commercial Manager (Marketing, Despatch & IT ) for 16years**

**(Travancore Fibres P Ltd)**

**Current job description:**

I amcurrently working with Travancore fibres Pvt ltd as front off doing since 1st apr 2008 following duties:

1: Co ordination with sales and purchase,

2: Maintenance of Pcs Hardware also software.

3: software Problem

4; Handling billing software

5: Done payment of online ex. TDS , Vat , CST\

6. Tender co ordination also biding

7. Manage Marketing persons Duties

8.Import & Export Documentation, commercial invoice, Bill of Entry, Shipping Bill

9. Pay roll entry- Daily attendance record from Biomatric, New recruitment Appointment letter, record memos, Relieving process, salary calculation

**Official Conditions**

Please find the details given below:

Current Designation : Admin and commercial (Marketing, Despatch & IT)

Company name: Travancore Fibres P ltd  
\*Total Experience: 16 years

Phonix Growth Solution– Admin Manager - 5 month  
\*Education: Diploma in computer engg

CURRENT CTC: 38000.00   
ECTC: above 40000.00  
NOTICE PERIOD: immediate   
CURRENT LOCATION: Thane

**Personal Particulars**

**Sex : Male**

**Date of Birth: 14-10-1985**

**Marital Status: Married**

**Father Name : Mr, Vasant Ganu Ghume**

**Nationality : Indian**

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

**I the undersigned certify that to the best of my knowledge and belief, above information correctly describes myself and my qualifications.**

**Date: .**

**Nandkishor V, Ghume**