

CURRICULUM VITAE

Name : Omkar Dattatray More

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Career Objective:

To pursue a career as a Commerce & Law Field to secure a challenging position in a reputable organization to expand my learning's, Knowledge, and Skills

Key Skill:

- Ability to work independently
- Good communication skills
- Ability to learn new things

Work Experience:

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|---------------------------|---|
| • Organization - | <u>Directorate of Higher Education (Scholarship Department)</u> |
| • Duration - | <u>1st January 2021 to Current</u> |
| • Total Work Experience - | 1.5 Years to Current |
| • Responsibilities - | <ul style="list-style-type: none">➤ Working as <u>Office Assistant (On Contract Basis)</u>
(Working on Central & State sponsored scholarship schemes)➤ Trying to resolve the Colleges & Student's issues on National Scholarship Portal & MahaDBT Portal.➤ Scrutiny of Student's Applications on NSP & MahaDBT Portal.➤ Exp.in AISHE/U-DISE/Scholarship |
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|---------------------------|---|
| • Organization - | <u>Parimal Profiles.</u> |
| • Duration - | <u>16th July 2018 to 26th December 2020</u> |
| • Total Work Experience - | 2 Years, 5 Months |
| • Responsibilities - | <ul style="list-style-type: none">➤ Working as <u>Accountant</u>
(Company manufactures Industrial Jobs & Plastic Molding Job)➤ Journal Entries in Tally ERP 9, Purchase, Sale, Bank Reconciliation Statement, Mail Handling, E-way Invoice. |
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| • Organization - | <u>Suma Soft Pvt Ltd.</u> |
| • Duration - | <u>12th October 2015 to 16th March 2018</u> |
| • Total Work Experience - | 2 Years, 5 Months |
| • Responsibilities - | <ul style="list-style-type: none">➤ Working as <u>Back Office Executive</u>➤ Process: <u>Echo Global Logistics</u>➤ Finding Queries of documentation provided by client.➤ Good working knowledge of Optimizer. |

Computer Skill:

- MS Word , MS Excel, MS Power Point.
- Tally ERP 9, Tally Prime
- Government Certified Typing skill speed level 30-40 (English/Marathi)

Academic Qualification:

Examination	Board /University	Passing Year	Class/Grade/
LLB (Additional Degree)	Savitri Bai Phule Pune University	Nov - 2020	61.10%
B.Com (Accounts)	Savitri Bai Phule Pune University	June - 2013	51.66%
H.S.C	Maharashtra H.S.C. Board	June - 2010	51.50%
S.S.C	Maharashtra S.S.C. Board	June - 2008	67.38%
English Typing 30 th speed	GCC-TBC	Jan - 2011	81.00%
English Typing 40 th speed	GCC-TBC	July - 2011	62.00%
Marathi Typing 30 th speed	GCC-TBC	Mar - 2018	80.50%
Marathi Typing 40 th speed	GCC-TBC	Oct - 2018	58.00%
MS-CIT	Maharashtra State Board	Apr - 2011	68.00%

Personal Profile :

NAME	Omkar Dattatray More
DATE OF BIRTH	18th April 1993
ADDRESS	House no. 250, Sukhsagar Nagar Bhag-1, Lane no. 8, Katraj, Pune - 411046
HOBBIES	Cooking, Trekking, Cycling
LANGUAGES KNOWN	English, Hindi, Marathi
NATIONALITY	Indian

Declaration

I declare that the details furnished above are true and fair to the best of my knowledge.

Place: Pune

(Omkar.D.More)