**Rathod Rajendra Vasanta**
appu9094@gmail.com
8888422064

## SUMMARY

Hardworking & passionate job seeker with strong organizational skills eager to secure entry-level social service position. Ready to help team achieve company goas. Dedicated professional with history of meeting company goals utilizing consistent & organized practices. Skilled in working under pressure & adapting to new situations & challenges to best enhance the organizational brand.

## EXPERIENCE

| | |
|---|---|
| Jun-2021 - Till Today | **ICMR-NARI PUNE** |
| Data Entry Operator | Data entry operatory for Dolutegravir 50mg tablet Phase IV study and COVOVAX Adult study Phase II & III at ICMR-NARI Pune. |
| Sep-2014 - Jun-2021 | **Grampanchayat Office Karwand** |
| Data Entry Operator | 1.Have done letter typing in English,Marathi language 2.Have done monthly accounting.<br>3.Have done anual report of of Grampanchayat account.<br>4.Have done employee salery.<br>5.Sending notification to other sections which were come under Grampanchayat which were ordered by Gramsevak and Sarpanch |

## EDUCATION

| Degree/Course | Institute/College | University/Board | Percentage/ CGPA | Year of Passing |
|---|---|---|---|---|
| SSC | Ashram School Karwand | Amravati | 57.53 % | 2008 |
| HSC | Bharat Mahavidhyalay Buldhana | Amravati | 43.50 % | 2010 |
| B.Com | BBA College Buldhana | Amravati | 57.6 % | 2018 |
| Tally ERP 9.0 | Suvrna Computer Buldhana | Nashik | 83.00 % | 2012 |
| MS-CIT | Suvrna Computer Buldhana | Mumbai | 66.00 % | 2008 |
| PC Maintenance | Pasific Computer Buldhana | Mumbai | 65.75 % | 2013 |
| Library Certificate | Gard Vachnalay Buldhana | Mumbai | 68.28 % | 2017 |
| Contraction Supervisor | Vidarbh Vocational Institute Buldhana | Mumbai | 64.83 % | 2019 |

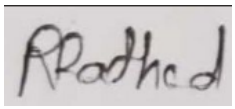
## PERSONAL DETAILS

| | |
|---|---|
| Address | At Post Karwand Tq Chikhali Dist Buldhana<br>Buldhana, Maharashtra, 444301 |

| | |
|---|---|
| Date of Birth | 15/Sep/1990 |
| Gender | Male |
| Nationality | Indian |
| Marital Status | Married |
| Languages Known | Marathi, English, Hindi |

## DECLARATION

I hereby declare that information given above is correct and true.



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