

RESUME

Avinash Dashrath Rathod

Mo. No. 7775045107

avinashrathod18998@gmail.com

Carrier Objective: Looking to join a progressive organization where I can enhance my skills and knowledge and where I can serve with my upmost capabilities.

EDUCATIONAL QUALIFICATION:

Education	University / Board	Year of Passing	Percentage
S.S.C	Maharashtra State Board	2014	77.60%
I.T.I	NCVT	2015	83.00%
H.S.C	Maharashtra State Board	2017	68.77%
B.Com	SGBAU University	2020	71.60%
M. Com	SGBAU University	2022	Appear

WORK EXPERIENCE:

1.Organization Name: Digital Seva Iwata ward, Pusad

Duration: 1 Years 2 months

Designation- Computer Operator

2. Organization Name -Annexe Digital Runners PVT Ltd

Duration: - 6 Months

Designation - Field verification & date collection

3. Organization Name - 7TH Economic census, 2019 BY CSC

Duration: - 1 Year

Designation - Authorize Enumerator/ Supervisor

4. Organization Name - Sushil Bahu uddeshiy Shikshan Sanstha, Nagpur (Control by ZP Yavatmal)

Duration: 4 Months 15 Days

Designation - Brick Instructor

5. Organization Name - TATA MOTORS LTD, CVBU Pune

Duration: - 02nd May 2022 to 30th November 2022

Designation - HR PERSONAL

- Working as HR Assistant in Human Resource Department at Tata Motors Compile and update employee data.
- Supporting daily operation of HR department.
- Assisting the team in recruitment process and documents Verification.
- Creating ticket numbers, ID card punching card of new temporary employees. Perform other duties assigned.
- Explain PD form and generate Personal number from TATA MOTORS system.
- Compile and Update employee data with SAP. (Generate ID cards)
- Involved any other activities HR Department (Role Assistant)

6. Organization Name- Alfa Laval India Private Limited. through FM LOGISTICS

Current Working From 20 DEC 2022

Designation- DATA ENTRY OPERATOR

- Receiving of materials, Physical verification, checking.
- Preparation of GRN (GOODS RECEIPT NOTE) on daily basis for all Direct and Indirect materials.
- Preparation of RGP (Returnable gate pass) & NRG (Non-Returnable gate pass).
- Maintained accurate inventory of all items in the stockroom.
- Regular checking the balance of Bin Card with physical quantities in the bin.
- Marking identifying information on materials.
- Quarterly physical stock verification for reconciliation of physical ground balance v/s system stock.
- To ensure proper stocking of materials by using appropriate method of care and preservation to avoid any damage and loss. To ensure a smooth issue of materials to the issue department.
- Receipt of incoming goods. Inspection of all receipts. Storage and preservation.
- Prepares, compiles, and sorts of documents for data entry.
- Verifies and logs receipt of data.

TECHNICAL SKILLS:

- Ms office word Excel
- Basic knowledge of sap
- Efficient in internet and computer knowledge
- MSCIT
- Typing Speed English

PERSONAL QUALITIES:

- Quick learner and adaptable
- Good command over calculation
- Loyal towards work and duties
- Teamwork

PERSONAL DETAILS: **Date of Birth** : 18/09/1998

Marital Status : Unmarried

Nationality : Indian

Language Known : English, Marathi, Hindi

Permanent Address: At. Po. Nandipur Moha Tq Pusad Dist.
Yavatmal -445204

Current Address: Shivshankar colony no-04 shastri chowk bhosari
Pune -411039

Declaration- I **Avinash Dashrath Rathod** hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief.

Place: -

Name: - **Avinash Rathod**

Date: -

Signature:

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