

# Resume

## CAREER OBJECTIVE:

To make my carrier in an organization wherein I can grow with the organization. I want to Convert myself into an asset for the company by achieving organizational goals and missions.

## PERSONAL PROFILE:

**Name** : Ketan Shivaji Mane  
**Date of Birth** : 08<sup>th</sup> Oct 1988  
**Language Known** : English, Marathi, Hindi  
**Address** : E Ward, Vichare Maal, Tanaji mane Gali,  
Near Lisha hotel, Kadamwadi, Kolhapur 416003  
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## ACADEMIC PROFILE:

Course Name	Year of passing	Name of Board/ University/Institute	Percentage in marks
B.A.	2016	Mumbai University	70%
HSC	2011	Maharashtra Board	45%
SSC	2007	Maharashtra Board	39%

## Work Experience

- One year of work experience in **Tech Mahindra Pune** as a Customer Service Executive.
- Six Month work experience in Digicall Teleservices Pune as a CSE.

### **ICICI Bank**

- 1 Year work experience in Skylink Express as Operational executive for ICICI BANK Home loan dept.  
**Job Description** - Scan all big budgets home loan files and transfer to the managing Department

### **Konduskar Tours & Travels**

1 Year work experience in Konduskar Tours & Travels.

#### **Job Description –**

Maintain main branch Audit department as well as all maintain main transport offices audits of every city.  
check manual audit of travels route and their passengers.

Maintain parcel audit

Maintain expenses on daily and monthly basis

**Apple Sarasvati Multispecialty Hospital**

- 2.5 Years work experience in Apple hospital as a receptionist.

**Job Description -**

Working in NICU PICU unit

Maintain OPD call register

Maintain specific doctor's appointment in register and manage all services as per the doctor

Working in IPD Department

Maintain IPD register

Manage patients round on daily basis

follow all IPD IN & IPD out procedure

**Generic India Medicine Distributors**

- 1.5 Years work experience in Generic India Medicine Distributors as a Clark..

**Job Description –**

Maintain import and export part of medicines

Manage all bank process

**TECHNICAL SKILLS:**

Software Packages	MS Office
OS	Windows 2007,10

**KEY STRENGTHS:**

- Well acquainted with MS Office
- Ability to work in Team

**Hobbies**

- Playing Chess,
- Listening Music

I, Ketan Mane, hereby declare that the above information furnished by me is true to the best of my knowledge & belief.

**Ketankumar shivaji Mane**