

# CURRICULUM VITAE



**Name:- Prajwal Babarao Godghate**

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**Location-** Plot No, 79 Nalanda nagar near Buddha vihar, Bhagwan nagar, Dist :Nagpur Maharashtra - 440027

## PERSONAL DETAIL

Date of Birth : 20/09/1995

Marital Status : Single

Nationality : Indian

EDUCATION		
2024	Bachelor of Technology civil 63%	Bapurao Deshmukh college of engineering sevagram
2018	Diploma in Civil Engineering 70.06%	Kinkar institute of technology Wardha
2014	Higher Secondary School Certificate72.31%	Kai Anandrao Meghe Vidyalaya Wardha
2012	Secondary school certificate 47%	Jijamata Vidyalaya gitai nagar Wardha

## Additional Education

MSCIT

MS Office, MS Excel, MS Word, MSPower Point, AutoCAD 2D

## Experience:

Goyal Protein.Ltd- 16/03/2022 - 10/8/2024

**Sr.Office executive- Data entry operation work.**

**Additional Work-** Support the team with administrative tasks, including data entry, filing and document preparation. Keeping the office well- stocked with supplies and monitoring all equipment functioning correctly. Manage office budgets and expenses. handle Admin work like new asset requirements. \*do new joining staff process \*audit branch in weekly n make report queries after resolved.

RSS construction company- 28/11/2019 - 15/01/2022

**Office Executive- Data entry operation work**

**Additional Work-** Managing all staff records in daily basis maintain attendance properly upadtation checking office files and records once in week stationary and other asset requirements full fill as per requirement new product launching information provided to all office staff and updated them.

Fincare Small Finance Bank- 11/07/2017 - 27/09/2019

**Transection officer- Data entry operation work**

**Additional Work-** Handle accounts payable and receivable Maintain records of business costs, \*Check invoices for inaccuracies \*Reconcile accounts with the general ledger \*Handle general account queries \* handle

**INTERESTS:-** Searching new things in internet . Listing music . Playing cricket . Read the Biography.

**LANGUAGES:-** Marathi, English, Hindi

**ACHIEVEMENT & AWARDS:-**

Won a Certificate in Bharat Scouts & Guides Won a Certificate in a National levelProject Competition

**Declaration:-** I here by declare that the information furnished concerned to me true and legal to the best of my knowledge

Prajwal B. Godghate