

RESUME

Name : PAVAN ARJUN JADHAV
Address : At Post Pimpalgaon Baswant, Tal. Niphad, Dist. Nashik- 422209
Mobile No. : 8530563506
E-mail ID : pj905628@gmail.com

Personal Details

Year of Birth : 2002
Gender : Male
Marital Status : Single
Diwyang : 45 % (Locomotive Disability)
Language Known : Marathi, Hindi, English.
Hobbies : Learning New things in Laptop.

Educational Qualification

Degree	College	Board / University	Passing Year	Percentage %
S.S.C.	S.N.J.B.	S.P.P.U.	March-2018	72.60
H.S.C.	K.T.H.M.	S.P.P.U.	February- 2020	76.31
Bcom	K.T.H.M.	S.P.P.U.	April-2023	79.99

Certificates

Particulars	Earned Certificates
GCC-TBC Typing	English 40 W.P.M. (Actual 50 W.P.M. in English Typing) Marathi 40 W.P.M.
MKCL	Tally ERP (KLIC Tally with GST)
Basic Computer Course	Maharashtra State Certificate in Information Technology (MS-CIT)
Institute of Industrial Security	Learns Basic Fire Fighting
Nashik Municipal Corporation	100 Digital School Survey
Maharashtra Rashtrabhasha Sabha Pune	Rashtrabhasha Subhod
Godavari Urban Co-operative Bank Ltd.	Internship Completion Certificate
Ministry of Skill Development & Entrepreneurship Government of India	Industrial Electrician (Oil & Gas) (HYC/Q6101)
Government of Maharashtra Drawing Grade Examinations	Elementary Grade Drawing Examination and More Approved Drawing Certificate's.
Skill Hub Centre	Computer Skill's Enhancement

Skills

Any Type of Photo And Video Editing	Creating Websites on Google to view details at One Click to the link
Handling MS Office 365 Easily	Smart Work of Computer
In Microsoft Excel information about Pivot Table, Charts, Pie Diagram, Forms, Data Validation, Filters, Sorting & etc.	Basic Formula and Advanced Formula Like VLOOKUP, Textjoin, IF, Conditional Formatting, Cell Formatting, Text, Rank, Time related Formula, Convert Unit, Sum IF, Pass or Fail, Trim, Sum VLOOKUP (As same as Average, Min, Max, Product, Any Formula with VLOOKUP)
Windows Installation (Bootable Drive)	Editing Authorized Documents
Activate Windows Without Product ID	Windows Securities
Work Related to Cyber Café	Fast Typing in English with 50 W.P.M. & Marathi with 40 W.P.M.
Make Windows Handy (For Example We can Install Window in Movable Drive)	Phishing Attacks on Social Media
Google Forms (For Collection of Data)	Create Personal Letter and Business Letter (Authorized by Gov.)

Social Skills

Through National Service Scheme :

- Block the water, drain the water,
- Tree Plantation,
- Cleaning & Watering the Trees.
- Inauguration program in Shivnai,
- 100 Digital School Survey Behalf of Nashik Municipal Corporation,
- Asking 20 & more question to Public, On the basis of Problems and Scarcity of Public Services,
- 12 hours Guard Duty on Save Soil Program. (Sadguru)
- Communication, Leadership, Discipline, Calm Personality

Through College :

- Social/Scientific Survey (Asking 30 or more questions related to E-Banking During COVID 19, Project)
- Industry Visit, (Deep Information of Industry, Project)
- Internship In Bank, Project)
- Cleaning & Watering the Trees.

Work Responsibilities

As an Employee	Personal Experience
Experience as Accountant, Handling Sales Department,	Microsoft Office 365
Filling Entries in Sales Outward Book / Purchase Inward Book.	In Cyber Security (Windows & Android)
Purchase & Sales Entry in Accounting Software Tally.	Video Editing, Photo Editing
Create Purchase Order & send to companies.	Work related to Cyber Cafe
Approaching the vehicle until the goods are loaded.	Editing in Documents
To do the work by humans, to put the right goods in the right place.	07 Yrs. Experience in handling Computers with Problem Solving Skills.
Getting Goods ready to send Courier.	OBS Studio, Google Form, Google Websites, Google Drive
Creating Batch Report (To find quantity of finished goods before production, Find Profit & Loss, Find Damage Rate and etc.)	Creating Phishing Websites No One Can Identify Original or Duplicate
Create Delivery Challan to Dispatch of free samples.	GCC – TBC English and Marathi Typing

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<https://sites.google.com/view/view-pwd-resume/home>

Declaration

I hereby declare that all the information furnished by me is true to the best of my knowledge.

Place : Nashik

Date : 5 July 2025


Pavan Arjun Jadhav