

# CURRICULUM VITAE

**ABDULRAJJAK DASTGIR SARKAVAS**

Abdulsarkar1996@gmail.com

**ADDRESS FOR CORRESPONDENCE:**

10/439, Mhasoba galli no-2,  
Vikram nagar ICHALKARANJI.  
TAL- HATKANANGALE, DIST- KOLHAPUR  
PIN CODE – 416115.

## ACADAMICS:

<b>COLLEGES</b>	Dattajirao KadamArts,Science and Commerce College, ICHALKARANJI. Hon. Shri. Annasaheb Dange Arts,Commerce and Science college, HATKANANGLE.
<b>BRANCH</b>	COMMERCE.

## PERSONAL DETAILS:

<b>NAME</b>	ABDULRAJJAK DASTGIR SARKAVAS
<b>AGE &amp; D.O.B</b>	27 YEARS , 29 <sup>TH</sup> OCTOBER 1996
<b>GENDER</b>	MALE
<b>MARITAL STATUS</b>	MARRIED
<b>NATIONALITY</b>	INDIAN
<b>COUSTOM</b>	ISLAM (MUSLIM)
<b>PERMANENT ADDRESS</b>	10/439, MHASOBA GALLI NO-2, VIKRAM NAGAR , INCHALKARANJI TAL - HATKANANGALE, DIST – KOLHAPUR. PIN CODE – 416115.
<b>CONTACT NO.</b>	+91-7028094439,
<b>LANGUAGES KNOWN</b>	MARATHI, ENGLISH, HINDI.
<b>HOBBIES</b>	LISTENING QAWALIS, MAKING FRIENDS, BOOKS READING, HORSE RIDING.
<b>E-MAIL ID</b>	<a href="mailto:abdulsarkar9715@gmail.com">abdulsarkar9715@gmail.com</a>

## ACADAMIC PERFORMANCE:

EXAM	YEAR	UNIVERSITY/BOARD	PERCENTAGE	CLASS
<b>M.COM</b>	2018-19	SHIVAJI UNIVERCITY, KOLHAPUR	60.38%	I
<b>B.COM</b>	2016-17	SHIVAJI UNIVERCITY, KOLHAPUR	51.61%	II
<b>H.S.C.</b>	2013-14	PUNE BOARD	63.23%	I
<b>S.S.C.</b>	2010-11	PUNE BOARD	73.45 %	I

**OTHER  
QULIFICATION**

PROFESSIONAL ACCOUNTANT.  
{ CCOA (Computer Course in Office Assistant), TALLY.ERP 9 with GST }

## EXPERIENCE :

5 years Experience as a Accountant and Assistant and Receptionist in Munir Marketing.  
And 4 year Assistant Professor experience in Shri.Annasaheb Dange Arts, Commerce and science College, Hatkanangle.

## JOB PROFILE

1. Keep record of all incoming and outgoing materials.
2. Keep stock ledger, issue materials as per the production plan.
3. Inventory Management.
4. Safe unloading, Loading, and identification of Material.
5. GSTR1 and GSTR 3B file are make and completing and fulfilling.
6. Also make the salary register and daily income and expenses book or sheet in excel
7. Cash Maintain, Bank Statement Tally, and Also Tally Sundry Debtors and Creditors list.
8. Collect Cash and Cheque from Party's.
9. Completing the All Office Level Work.

## PROJECT:

- **THE PWRFORMANCE OF MUTUAL FUND**  
WITH SPECIAL REFRENCE TO **RELAINCE MUTUAL FUND**  
(**RELAINCE NIPPON LIFE ASSET MANAGEMENT , ICHALKARANJI.**) {RNAME}

## TECHNICLE SKILLS :

1. TEAM LEADING.
2. ADAPTIVE.
3. INTER PERSONAL SKILL.

## STRENGTHS:

1. HARD WORK.
2. ADAPTIBILITY.
3. OPTIMISTIC.
4. TIMEMANAGMENT.

I hereby declare that the above written particulars are true to the best of my knowledge and belief. And also to enhance my Professional Skills, Knowledge and to serve my Organization best possible way with determination and Commitment.

DATE: - 20-06-2023 .

PLACE: - ICHALKARANJI

**ABDULRAJJAK DASTGIR SARKAVAS**