

RESUME

Arvind Gharde

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OBJECTIVE

- To work with an organization where can learn new skills and increase my abilities for the organizational Goals as well as myself.

EDUCATIONAL QUALIFICATION

- Bachelor of Arts Graduation completed Year 2017 from Nagpur University
- Passed out 12th 2004 from Nagpur Board Marks 54%
- Passed out 10th 2001 from Nagpur Board marks 45%

CERTIFICATIONS

- Passed out MS OFFICE Year 2003 from Maharashtra Board Marks 59 %
- Passed Out MS CIT Year 2005 from Maharashtra Board Marks 82%
- Passed Out TALLY ERP 9 Year 2010 from MKCL Board Marks 73 %

Tata Cybersecurity Security Analyst Job Simulation on Forage - April 2024

- Completed a job simulation involving identity and access management (IAM) for Tata Consultancy Services, collaborating with a Cybersecurity Consulting team.
- Acquired expertise in IAM principles, cybersecurity best practices, and strategic alignment with business objectives.
- Delivered comprehensive documentation and presentations, showcasing the ability to communicate complex technical concepts effectively.
- Certificate of Customer Relationship Management from Great Learning Academy
- Certificate of Customer Service Essentials from Great Learning Academy

SKILLS

- English, Google Spreadsheet, Communication, , Advanced Excel, Typing speed 30wpm, Project Planning, Problem solving, Critical thinking, Business Process analysis.

WORK EXPERIENCE

- **SENIOR DATA ENTRY OPERATER, IN Ultimate BPO Solution COMPANY, BHANDARA MAHARASHTRA, (5 Years) (Jan 2012 – Jan 2017),**

- **SALES EXECUTIVE AT Sai Puram Realty Bhandara (3 Years) (Feb 2017- Feb 2020)**
- **ADMINISTRATIVE ASSISTANT (Chat support) AT Internet SEO Pvt Ltd. (5 Months) (Dec 2023- April 2024).**

STRENGTH AND HOBBIES

Hard and Smart Working, Honest and Punctual, Good Communication Skill.

PERSONAL DETAILS

Date of Birth : 23/03/1986
Fathers Name : Omprakash Gharde
Address : At + Post Warthi, Tahsil- Mohadi
District bhandara Maharashtra State
441905.
Marital Status : Married

Date: 24 / 05/ 2024

(Arvind Gharde)