

Resume

Akshay Rameshwar Iwanate

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Date of Birth :-20/01/1995
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1. **Job Objective** : Highly organized individual with excellent communication skills and High School Diploma. Seeking an Administrative Assistant position with Sherpa, to leverage on superior administrative skills and 4+ years experience to foster smooth office operations. Also coming with advance knowledge of Microsoft Office tools.

Qualifications:

	University /Board	Year	Percentage
B. Sc(Horticulture)Degree	PDKV Akola	2021	68.60%
HSC	Amaravtiunivewrsity	2013	43.33%
SSC	Amaravtiunivewrsity	2011	65.60%

TechnicalSkills:

- MSCIT,
- WindowFamily
- MSOffice,MSWord.

Hobbies:

Reading books, Listening music& Travelling

Work Experience:

- I Have Worked With Horizon Computer & Typing Institute Amravati For the Period of 2 Years.
- I am working in Jawaharlal Darda Institute of Engineering Yavatmal as Jr. Clerk since 2022.

Declaration

I here declare that all the inforormation is correct to best of my knowledge and belief

Date :-

Place :-

Akshay Iwanate