

CURRICULUM VITAE

Room No. 70, Shivrushti
Macchimar Nagar No. 4,
Capt. Prakash Pethe Marg,
Opp. Badhwar Park, Colaba,
Mumbai – 400 005

Mobile No. – 9892349675

E-Id. - – prajyottandel@gmail.com

PRAJYOT R. TANDEL

CAREER OBJECTIVES :

- Career reflecting hard work & able to overcome difficult situation.

WORK EXPERIENCE :

1) Back Office

Innowave IT Infrastructure Pvt Ltd. (20 February 2017 - Till present)

- **GST DEPARTMENT**

- **Job Profile - Application Support Executive**

- Duties-

- Handling dealers (CA, CS, STP, STO, Advocate,) queries.
 - Essentials functions-
 - Lock complaint for dealers technical queries in sap system.
 - Provide solution for registration and returns.
 - Provide appropriate procedures, system for taxation work.
 - Provide solution for technical issue for registration and return template.
 - Provide returns internal solution.

2) Back Office

SHAH CARGO PVT. LTD (1st February 2016 To 20 July 2016)

JOB PROFILE :

- ✓ EXPORT & IMPORT DOCUMENTATION VERIFICATION

3) Office Assistant

TRISURE HEALTHCARE TRUST (5th June 2014 To 25TH December 2015)

- **JOB PROFILE :**

- ✓ Data Entry in MS-Word, Excel & Insurance Software.

4) Back Office

I-PROCESS SERVICES (INDIA) PVT. LTD. (ASSOCIATES OF ICICI BANK LTD.)

Worked as **CREDIT PROCESSING ASSOCIATES (CPA)** With **ICICI Bank Home Loans** From **27th November 2012** To **18th March 2014** .

JOB PROFILE :

- **Processing Home Loans Disbursement Dockets**
 - ✓ Eligibility Calculation Bases on Cost of Property & Market Value
 - ✓ Verification of Legal Report & Technical Report as per the Policy Requirement.

PERSONAL DETAILS :

Name : Prajyot Ramdas Tandel.
Date of Birth : 06th May 1990.
Gender : Male
Marital Status : UnMarried
Nationality : Indian
Religion : Hindu

EDUCATIONAL QUALIFICATION :

Sr. No.	Subject	Year	Board	Percentage %
1	B. COM	2011	Mumbai University	50.42
2	H.S.C.	2008	Maharashtra Board	46.50
3	S.S.C	2006	Maharashtra Board	50.13

COMPUTER QUALIFICATION :

1. Complete MS-CIT Course Passed with 74% in 2008.
2. Complete Tally 9 ERP
3. Passed English Typewriting 40 W.P.M. & Marathi Typewriting 30 W.P.M. exam in July, 2012.

LANGUAGES KNOWN :

English, Hindi, Marathi.

Place : Mumbai

Date :

(PRAJYOT TANDEL)