

# Curriculum Vitae

**Chaitanya Sunil Khardekar**

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## **Objective:**

To begin my career as a bank clerk by working in an established organization where I get an opportunity to sharpen my banking skills and acquire further knowledge in field of banking.

## **Current Job Summary:**

**Samarth Sahakari Bank LTD. Jalna**

**Designation: Sr. Clerk**

**Duration: - From Oct.2010 TO Dec.2015**

**Sandip Foundation Nasik**

**Designation: Jr. Accountant**

**Duration: From Mar.16 TO 10 Nov 2016**

**Mahindra Rural Housing Finance Ltd. Nasik**

**Designation: SENIOR EXECUTIVE**

**Duration: From 3 Jane. 2017 to 28 Oct. 2024**

## **Responsibilities**

### **Primary Responsibilities:**

- Keep a record of the several transactions processed by the bank on daily basis by posting accurate accounting entries in record books for every transaction
- Maintain the various accounts books such as journal, ledger and balance sheet and ensure accuracy within the contents
- Prepare monthly reports of Reconciliation of various banks.
- File the support documents for reference

### **Secondary Responsibilities:**

- Handle the transaction counter and process their transactions
- Respond to customer queries to inform them about the status of their transactions
- Coordinate activities between customers & organization and different departments and personnel within the organization

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### **Educational Qualification:**

Degree	Year	Institute	Board / University	Grade
GDC&A	2014	-	Govt. of Maharashtra	Second Class
M.Com	2014	J.E.S. College	Aurangabad University	First Class
B.Com	2008	J.E.S. College	Aurangabad University	First Class
HSC	2004	J.E.S. College	Aurangabad University	Second Class
SSC	2002	Jain School Jalna	Pune Board	Second Class

### **Computer Knowledge:**

Course Name	Institute	Duration	Percentage
MS-CIT	Shivam Computers	4 Months	First Class
Diploma In Tally ERP 9.0	Tally Academy	6 Months	First Class
Diploma Course Graphics & Automation	Disha Institute Nasik	6 Months	First Class
Computerized Accounts Writing	B.M.C.C. College Pune	6 Months	B Grade

### **Extra-Curricular Activities:**

Attended Bhosla Military Training Program  
Attended Banking Training Programs

### **Personal Information:**

**Date of Birth** : 14 November 1986  
**Present address** : Same as above  
**Marital Status** : Married  
**Language Known** : English, Hindi & Marathi  
**Hobbies & Interest** : Playing Cricket. Listening all type of Music

Date:-

**Chaitanya S. Khardekar**