

CURRICULAM VITAE

Rajendra Doke

Mob :- 9881676679 / 9822747211

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OBJECTIVES

To Make a career with a reputed organization which will permit me to use & contribute my knowledge in-Teaching & education system towards high quality work & along with involvement in social welfare.

REQUIRED QUALIFICATION

- SET** /- 3rd Feb 2008 :- Qualified
Maharashtra State Eligibility Test for Lectureship.
- M.Com** / May 2007 :- 64.00% Adv. Banking & Finance (Special Sub.)
Ness Wadia College of Comm, Pune University.
- B.Com** / Apr 2005 :- 64.41% Business Entrepreneurship (Special Sub.)
Ness Wadia College of Comm, Pune University.

ACADEMIC DETAILS

- S.S.C. / March 2000 - 68.00% (Maharashtra State Board)
- H.S.C. / Feb 2002 - 76.00% (Maharashtra State Board)
- B.Com / April 2005 - 64.41% (Pune University)
- M.Com / May 2007 - 64.00% (Pune University)
- SET / Feb 2008 - Qualified
- G.D.C.&A. / May2008 - 55.00%
- P.G.D.I.B. / April 2018 - 53.60%

TECHNICAL SKILL

Diploma in Office Automation

- M.S. office (M.S. Dos, Word, Excel, PowerPoint)
- Tally 5.4 (Financial Accounting)

PROJECT DETAILS

- M.Com / May 2007** - Project on “customer services in Bank’s
with special reference of ICICI Bank”

SPECIAL ACHIEVEMENT

M.Com / May 2007

**Secured highest number of marks in Pune University for the Subject Advanced
Banking & Finance. (Special Subject)**

EXPERIENCE

- 1) One year experience (2010-2011) of Bhartiya Jain Sanghatna (B.J.S.) Senior College of
Commerce, Wagholi,Pune, working as a Asst.Professor.**
- 2) Three year’s experience (2011-2014) of Quench Technologies, Hadapsar, pune,
working as a HR Recruiter.**
- 3) Since 2014, working as a Asst.Professor, in Gurusvarya Sadanand Maharaj Senior College
of Commerce, Kondhwa,Pune.**

PERSONAL DETAILS

Name : Rajendra Uttamrao Doke
Address : “Gurukrupa”
S. No. – 52/2/2/1, Kalashankar nagar,
B.T. Kawade Rd; Mundhwa Pune 411036.
Birth date : 2nd June 1985
Contact No. : 9881676679 / 9822747211
Marital Status : Single
Sex : Male
Caste : Hindu – Maratha.
Languages Known : English, Hindi & Marathi
Strengths : Positive attitude, Quick learning capability,
punctuality & dedication.

Declaration :-

I do here by declare that the information made above is true to the best of my knowledge.

Place : Pune

Date : (Rajendra Doke)

Enclosure :-

Xerox copy of all required documents.