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## **CURRICULUM VITAE (CV)**

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### **Rupesh Govind Chavan**

Flat no. 301, Building no. 1-C,  
Konnark Gardens, Chindhran,  
Near Taloja MIDC, Panvel,  
Navi Mumbai – 410 208  
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### **Career Objective**

To contribute the organization with the best of my abilities, in achieving organizational goals, and to be a successful in my profession.

### **Brief Overview**

- Dedicated and Work to the required satisfaction.
- Efficient and Professional.
- Responsible, Accountable and Multitasking Ability.

### **Summary of Qualification**

- ❖ B.Com Graduate from Vivekananda's Education Society (V.E.S) Degree College, Chembur from University of Mumbai(2017)
- ❖ HSC from Dr. Babasaheb Ambedkar Jr. College, Chembur from Maharashtra State Board (2014)
- ❖ SSC from Kumud Vidya Mandir, Deonar from Maharashtra State Board (2012)

### **Other Qualification**

- ❖ MS-CIT, MS-Office from Keerti Computer Institute (2012)

## **Work Experience**

- **Currently working with National Institute of Securities Markets (NISM), Established by Securities and Exchange Board of India (SEBI). (Date of Joining: 8<sup>th</sup> March, 2018)**

**Designation: Executive**

### **JOB PROFILE**

- Administrative work related to various educational and training programs.
- Assisting senior staff members for various programs etc.
- Maintaining database.
- Coordinating with trainers and partners.
- Marketing and promotion support for programs.
- Preparing Database, PowerPoint Presentation for various meetings to be held in internally and externally.
- Handling Clients and maintaining good relationship to expand the business.
- Preparing Monthly MIS for departmental activities.
- Co-coordinating with Finance & Accounts Department for update on payments & receivables.
- Preparing internal approval notes for assigning various tasks related to development of content of certification examination or training programs.
- Raising payment request of vendors and invoice generation request for clients to Finance and Accounts Department. Also, coordinating with them for payment inflows and outflows.
- Booking conference rooms for internal or external meetings through DJUBO portal.
- Arrange travel and accommodations for officers Schedule in-house and external events
- Preparing department Income Reconciliation Statement, Quarterly Cash flow Statement.
- Maintaining a company calendar and schedule appointments.
- Maintaining the record of the departmental stationaries and other study materials.
- Answering the queries of clients and vendors and providing the best solutions to them.
- Filing of confidential approval notes and documents such as agreements.
- Empanelment of resource persons and vendors by signing standard agreement on legal stamp paper.

- **Kumpenny Solutions OPC PVT LTD: Finance & Accounts for 1 Year**

**Designation: Accounts Assistant**

**JOB PROFILE**

- Maintaining Receipts, Vouchers, Expenses Deposits and Others.
- Preparing Statutory accounts, Salary Reports and Attendance Reports of the Employee.
- Management of Petty cash transactions, Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts also Ensuring all payments amounts & records are accurate.
- Working with journals, sales, purchase ledger and spreadsheets.

- **Kumpenny Solutions OPC PVT LTD: Back office process for 1 Year**

**Designation : Data Entry Operator**

**JOB PROFILE**

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Research and obtain further information for incomplete documents.
- Apply data program techniques and procedures.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files, when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files.

**Personal Details**

**Name : Rupesh Govind Chavan**

**Father Name : Govind Savairam Chavan**

**Date of Birth: 16<sup>th</sup> September, 1996**

**Marital Status: Married**

**Languages: English, Hindi & Marathi.**

**Religion: Hindu**

**Nationality: Indian**

**Hobbies: Riding Bike, Singing & Travelling.**

**PLACE: MUMBAI**

**DATE: \_\_\_\_\_**

**(Rupesh Govind Chavan)**