

APPLICATION

Date: / /2025

From,

Mr. Ganesh Vasant Chandgude.

Jagdamba Appartment – II,

Near Hotel Samrat, M.I.D.C, Baramati.

Taluka – Baramati. District - Pune.

Pin code No - 413 133.

State – Maharashtra (India).

Mob- 9423579265, 9372449395,

To,

**Subject : - Application for the post of Assistant Officer/
 (Clerk / Computer Operator / Data Entry Operator /Any).**

Respected Sir/Madam,

Being given to understand that there is vacancy for above-mentioned post in your esteemed organization. I would like to submit my candidature for the same. My detailed resume is enclosed herewith for your ready reference.

I wish to have an opportunity under your kind guidance to serve you in a better way. I will try my level best to prove myself and fulfill your expectations.

I hope positively to get this opportunity.

Thanking You,

Yours faithfully,

Date:- / /2025

Place:- Baramati

Mr. Ganesh Vasant Chandgude

RESUME

Mr. Ganesh Vasant Chandgude

Address :- Jagadamba Appartment No-II,

Near Hotel Samrat, M.I.D.C, Baramati,

Taluka- Baramati, District- Pune . 413133. State – Maharashtra. (India).

Mobile No. +91-9372449395, +91-9423579265,

Email: 1) ganesh.chandgude96@gmail.com; 2) ganesh_chandgude@rediffmail.com

OBJECTIVE

To, utilize my skills in an environment that offers opportunity to learn and grow with the organization achieving perfection in work.

PERSONAL PROFILE

I strongly believe in the fact that there is no short cut to success and that there is no substitute for hard work. My willingness to learn and my adaptability to various situations have been my forte. I get along well with everybody.

ACADEMIC EDUCATION

Sr. No.	Exam /Certificates	Board/ University	Year of Passing	Percentage
1.	S.S.C.	Pune (Maharashtra)	March – 2001	52.93 %
2.	H.S.C.	Pune (Maharashtra)	Feb – 2003	63.67 %
3.	B.A. (Geography)	Pune (Maharashtra)	May – 2006	68.33 %

TECHNICAL EDUCATION

Sr. No.	Exam /Certificates	Board/ University	Year of Passing	Percentage
1.	MS – CIT	Pune (Maharashtra)	July – 2005	80.00 %
2.	CCL – IT	Pune (Maharashtra)	Sept – 2003	70.33 %
3.	Typewriting – 40 wpm (English)	Pune (Maharashtra)	May – 2007	64.00 %
4.	Typewriting – 40 wpm (Marathi)	Pune (Maharashtra)	May – 2007	69.00 %

COMPUTER SKILLS

- CCL-IT
- MS-CIT
- Typewriting Speed- 40 w.p.m. in Marathi & English Language.
- Operate in Online (RDC) Company Data Software.
- Operate in MS-Office (MS-Word, **MS-Excel**, MS-PowerPoint), Online Internet Working.
- **MS-Office:** Advanced MS Excel including V lookups & Pivot Tables.

SELF ACTIVITIES

- Good communication skills
- Analytical problem solver
- Time management skills
- Dedicated & self - motivated
- Proven leadership capabilities

WORK EXPERIENCE

- **18 Year's (Dated. 22/05/2007 To Till Date) Experience at Sahyadri Agro And Dairy Private Limited M.I.D.C. Baramati in Milk Procurement Department as Assistant Officer.**

JOB PROFILE / ROLES & RESPONSIBILITIES

- Company Corresponding Letter's.(Marathi & English Language)
- 18 Year's of Experience in Agro and Dairy Company (Milk Procurements Department)
- Handling Milk Procurements Department Related all official Work.
- Daily Working Generations Milk Collection Quality – Quantity Analysis Report.
- Milk Sale & Purchase Report, Gain Loss Report, Milk Invoice Report, Milk Rejection Report, Generation in MS- Excel Software.
- Maintained Excel Softcopy Record from Milk Testing Lab related data register.
- Bulk Cooler Milk Testing Adulteration Status Report Generation in MS- Excel Software.
- Checking & Finalisation of Producer Milk Payment data report.
- Helping All Department (HR/Admin, Accounts, Purchase, Cattle Feed, Store, and Milk Testing Lab) MS-Word (Marathi & English Typing) & MS-Excel report's related working.
- Daily Updates of New Formulations / Daily Online Uploading working in Company Online Software Programming.

PERSONAL DETAILS

- **Date of Birth** : 09/03/1986.
- **Marital Status** : Married. - (2 Children)
- **Height & Weight** : 165 cm. / 65 kg.
- **Languages Know** : English, Hindi and Marathi.
- **Passport Holder** : Yes.

DECLARATION

TIME BOUND WORK PROGRAM; WORK ON PRIORITY TO BE COMPLETED IS MY MAIN AIM.

I hereby declare that the information furnished above is true to the best of my knowledge.

Date : / /2025

Place : Bamamati,

Mr. Ganesh Vasant Chandgude