

# RESUME

<b>PERSONAL PROFILE</b>	
<b>NAME</b>	KAILAS KADU KOLI
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<b>EMAIL ID</b>	<a href="mailto:kkoli3780@gmail.com">kkoli3780@gmail.com</a>
<b>DATE OF BIRTH</b>	03 July 1980
<b>DESIGNATION</b>	Jr. Clerk



## EDUCATIONAL QUALIFICATIONS

S. N.	EDUCATION	PERCENTAGE	YEAR OF PASSING	SPECIALIZATION	GRADE
01	B.Com.	51.92 %	2012	Commerce	Second
02	I.T.I	70.80%	2001	Fitter	First

## COMPUTER PROFICIENCY

S. N.	EDUCATION	PERCENTAGE/SPEED	YEAR OF PASSING
01	MSC-IT	65.00 %	2001
02	TYPEWRITING - ENGLISH	40 WPM	2016

## EXPERIENCE /EMPLOYMENT RECORD

S.N.	INSTITUTE	DESIGNATION	WORKING PERIOD
01	Government Polytechnic, Jalgaon.	Hamal	21/01/2013 To 31/08/2018
02	Government College Of Engineering, Jalgaon.	Junior Clerk	01/09/2018 to Till the date

## TRAININGS ATTENDED

S.N.	Course/ Training Programme	Venue	PERIOD
01	Stress Management & Work Place Ethics	GCOE, Jalgaon	29/12/2016