**AJIT SIRDESHMUKH**

509, Shubham Housing Society,

Mangalwar Peth, Pune 411002

**Date :** 25 April 2017

To,

Moraya Group of Companies

Athashri Building

Shivajinagar, Pune 411005

**Subject :** Application for the post of senior clerk

**Reference :** Your Advertisement in Daily Sakal

Respected Sir,

With reference to above subject I wish to apply for the above post. I am submitting my resume for the purpose

**Personal Details**

**Name** : Ajit Sirdeshmukh

**Address** : 509,Shubham Housing Society,

Mangalwar Peth, Pune 411002

**Mobile No.** : 9123456780

**E-mail ID**  : ajit@gmail.com

**Date of Birth** : 15 March 1995

**Qualificatin** :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Exam Passed**  | **Passing Year**  | **Board** | **Percentage** |
| 1 | B.Com. | April 2015 | Pune | 54.78 |
| 2 | GCC TBC English 30 wpm | April 2016 | MSCE Pune | B Grade |
| 3 | GCC TBC Marathi 30 wpm  | April 2016 | MSCE Pune  | B Grade |

I hope that you will give me a chance to serve your organisation. I assure you that I will do my best to satisfy you through my hard work.

Thanking you,

Yours faithfully,

(Ajit Sirdeshmukh)

Encl : Copies of my certificates.