

CURRICULUM VITAE

NAME : Ratnesh Desai
FATHER'S NAME : Sunil Desai
ADDRESS : 13, Balaram Bose
1st lane, Brajo Niwas,
1st floor,
Kolkata – 700020
DATE OF BIRTH : 14th November, 2001
GENDER : Male
NATIONALITY : Indian
CONTACT NO. : 9330068262
E-MAIL ADDRESS : work.ratneshdesai@gmail.com
LANGUAGE KNOWN : English, Hindi, Bengali, Gujarati



QUALIFICATION

YEAR	NAME OF INSTITUTION	BOARD	PERFORMANCE
2021-Present	Kolkata Police Law Institute (BA LLB 5 Years)	Calcutta University	Pursuing
2020	Frank Anthony Public School	ISC	83%
2018	Frank Anthony Public School	ICSE	83%

CAREER GOALS

Ambitious, career-focused, anxious to obtain an entry-level intern position to help launch career while achieving company goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Reliable Intern studying law seeks an internship opportunity to expand skills and gain valuable real-world experience. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Forward-thinking student offering excellent communication, writing and document drafting skills.

Trainings

- **Paralegal Training**
Lawdocs, Kolkata
Jun 2021 - Jun 2021
Successfully completed the 10 days Paralegal Training conducted by Lawdocs on drafting of contracts and agreements.
- **Tally**
Internshala Trainings, Online
Aug 2022 - Sep 2022
Successfully completed a 6 weeks online certified training on Tally. The training consisted of Basic Concepts of Accounting, The World of Tally, Accounting Process in Tally, Bank Reconciliation Statement, Tax Deducted at Source (TDS) & Tax Collected at Source (TCS) Accounting in Tally, Payroll in Tally, Goods & Services Tax (GST) Accounting in Tally, Data Extraction from Tally, Some Extra Topics, and Final Training Project modules. In the final assessment, I scored 84% marks.

EXECUTIVE SUMMARY

- An effective communicator with strong leadership, team management and coordination skills.
- A speedy & effective learner and ready to take work responsibility at any conditions.
- A Trustworthy person who believes in building relation.
- Consummate professional dedicated to making the lives of busy executives/entrepreneurs easier.
- Dedicated office management professional with experience handling a wide range of administrative, technical and executive-support tasks.
- Excel at resolving employer challenges with innovative solutions, systems and process improvements that increase efficiency, customer satisfaction and the bottom line.
- Skilled relationship builder with the proven ability to work with different personality.

COMPUTER SKILLS

- MS Office: MS Word, MS Excel
- Tally (Intermediate)

HOBBIES

- Search for Solution to any Problem
- Cricket
- Swimming
- Exploring new places
- Watching action movies & series