Name:-AJAY SAINI

Address:- 04 Laxmi Nager Niwaru Road

Jaipur, Rajasthan, 302012

Phone Number :-7424858733

Email:- Ajaysainijee1@gmail.com

Objective: A detail-oriented individual with basic computer skills and a strong willingness to learn and grow in a technology-driven environment. Seeking an entry-level position where I can apply and further develop my computer skills while contributing to the success of the organization.

Education:

Rajasthan Board of Secondary Education (RBSE)

Rajasthan Board of Senior Secondary Education (RBSE)

Bachelor of Technology (Computer Science)

Rajasthan State Certificate of Information Technology

Skills:

Office Suites: Microsoft Office (Word, Excel, PowerPoint), Google Workspace

Internet Browsing and Research

Email Management and Communication Tools

Basic Troubleshooting and Problem-Solving

File Management and Organization

Social Media Management (Facebook, Twitter, LinkedIn)

Web-based Applications and Cloud Services (Google Drive, Dropbox)

Data Entry and Data Management

Additional Skills:

Programing language skill (C , C++, Java script)

Effective verbal and written communication skills

Strong problem-solving abilities

Ability to work well independently and in a team environment

Excellent time management and organizational skills

Strengths:

- Sincere, Smart working and honest
- Ability to grasp new skills quickly
- Positive Attitude
- Team work skills
- Can execute a task within given time

Hobbies and Interest:

In my spare time, I enjoy playing Cricket because these sports keep me fit, challenge my physical limits and strengthen my team working skills. Also i like to travel to new place as well as I like to spend time with my family and friends.

Declaration:

I do hereby declare that the above information is true to the best of my knowledge. Finally, I request the concerned authorities to provide me a chance, so that I can prove the best of myself. I shall ever be thankful and grateful to you.